

CHAPTER 14

CM/ECF REPORTS



Docket Report

Claims Register / Claims Summary

Creditor Labels

Cases Report

Docket / Claims Activity

ECF Activity

341 Meeting Calendar

Calendar Events

CM/ECF REPORTS

The following modules demonstrate the steps to take to run and print CM/ECF Reports. To optimize performance, always log in with your CM/ECF login first and then your PACER login when required. The only report that does not require a PACER login is the Mailing Labels 3 Column PDF Format.

Note: We ask that you do not run reports between the hours of 10:00 AM and 3:00 PM. This is the heaviest processing time and will slow the system for both you and the Clerk's office.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Report Events** screen displays. (See Figure 1)

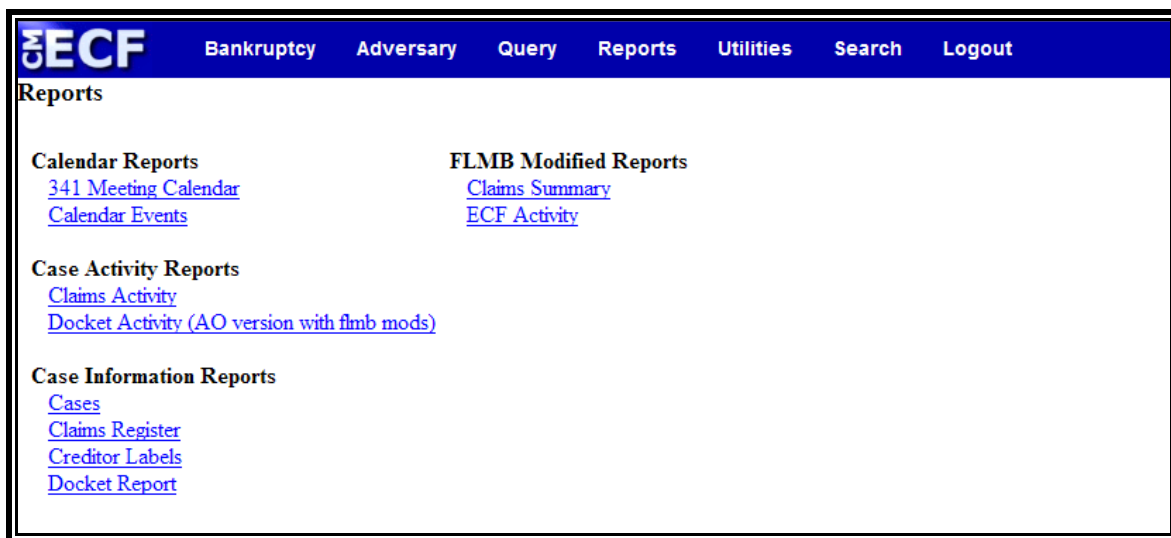


Figure 1

STEP 3 Upon selection of an option from the Reports Event screen, the **PACER Login** screen displays. (See Figure 2)

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.

☐ Make this my default PACER login
After checking this box, you will only need to use your **CM/ECF** login and password, either for electronic filing or for viewing documents via **PACER**.

Authentication

Login:





Password:

Client code:

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 2.0, Internet Explorer 6.0 and 7.0.

Figure 2

-  Enter the PACER **Login**.
-  Enter the PACER **Password**.
-  Enter a **Client Code**, if any.
-  Click [**Login**] to continue.

DOCKET REPORT

This module demonstrates the steps to take to display or print a Docket Report for an ECF case.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Report Events** screen displays.



Click the [Docket Report](#) hypertext link. You will be required to enter your PACER login.

STEP 3 The **Docket Sheet Request** screen displays. (See **Figure 3**)






Figure 3




Enter the complete **Case Number** (office code-yy-[bk or ap]-nnnnn).





The radio button for the option **Filed** is the default. This is the recommended format to view the case docket. The option **Entered** will result in the Docket Report arranged in order of the dates documents were entered on the system.

-  If you want to limit your search to a range of documents, you may do so by entering the document number range in the **Documents XX to XX** field.
-  The report defaults to Include terminated parties. This is the recommended default.
-  If you wish to be able to view the **Notices of Electronic Filing** pertaining to docket entries, place a checkmark in the box for the option: Include links to Notice of Electronic Filing.
-  The **Document options** listed are not available in the Live filing database for system performance reasons.
-  Click the down arrow ▼ to reveal the list of **Sort by** options. The system defaults to Oldest Date First. The other options are:
 - Most Recent Date First
 - Document number Ascending
 - Document number Descending



Note: To return to the system default for all options, click **[Clear]**.
-  When you have selected all options, click the **[Run Report]** to continue.

STEP 4 The **Docket Report** displays.

-  Click the down arrow ▼ to scroll through the entire Docket Report.
-  Clicking on a document number hypertext link will provide the PDF image of the filed document. Clicking on the related document number (inside the text box) will provide the PDF image for the document to which this docket entry is related. (See **Figure 4**)

07/15/2009	9	Notice of Withdrawal of <i>Motion and Amended Motion For Sanctions for Violation of the Automatic Stay</i> Filed by Alyson Johnson on behalf of Joint Debtor James William Common, Debtor Julia Alltoo Common (related document(s) 6 , 8). (Johnson, Alyson) (Entered: 07/15/2009)
------------	-------------------	---

Figure 4

-  To print the Docket Report, click the browser **[Print]** icon.
-  If the option to view Notices of Electronic Filing was selected on the Docket Sheet Request screen, a silver ball will be located to the left of the document number hyperlink link. (See Figure 5)







07/15/2009		Notice of Withdrawal of <i>Motion and Amended Motion For Sanctions for Violation of the Automatic Stay</i> Filed by Alyson Johnson on behalf of Joint Debtor James William Common, Debtor Julia Alltoo Common (related document(s) 6 , 8). (Johnson, Alyson)(Entered: 07/15/2009)
------------	---	--

Figure 5

-  Click the silver ball to view the **Notice of Electronic Filing**.
-  The **Receipt Type** screen displays.
-  Select to view the Notice of Electronic Filing in either **Html Version** or **Text Version**.
-  Click **[Display Receipt]** to continue.
-  The html version will contain hypertext links to the docket report and to the document PDF image. The text version contains no hypertext links.

CLAIMS REGISTER

The Claims Register Report shows the list of claims filed in a particular case. This module demonstrates the steps to take to generate a Claims Register Report.

STEP 1 Click the [Reports](#) hyperlink on the CM/ECF Main Menu.

STEP 2 The **Reports** screen displays.

 Select the [Claims Register](#) hyperlink.

STEP 3 The **Claims Register Information** screen displays. (See **Figure 6**)

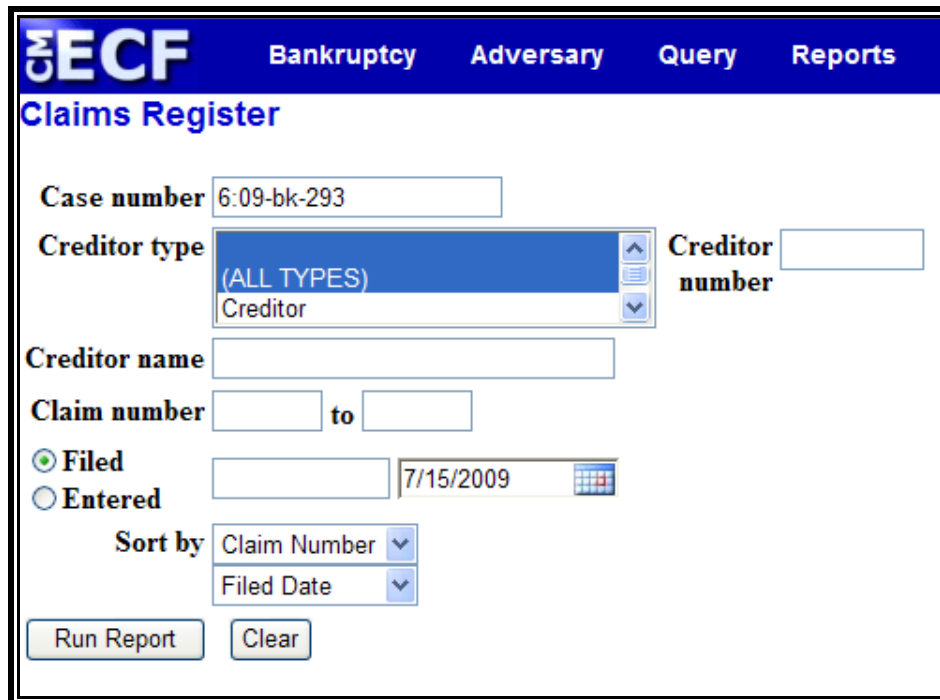












Figure 6

 Enter the complete **Case Number** (office code-yy-bk-nnnnn).

 The **Creditor Type** defaults to 'blank' which means 'all' Creditor Types will be included in the report. If you wish to limit the report to a specific Creditor Type, click the down arrow ▼ to find and select the Creditor Type.

-  The **Creditor Number** field can be used to limit the report to only one claim.
-  The **Creditor Name** field can be used to limit the report to only one creditor.
-  The **Claim Number XX to XX** field can be used to limit the report to a consecutive group of claims.
-  Selecting **Filed** will result in the report showing the dates claims were filed.
-  Selecting **Entered** will result in the report showing the dates claims were entered on the docket.
-  The **Terminal Digits** field allows the report to be limited by terminal digit(s).
-  The **Sort by** field defaults to Claim Number then Filed Date. Click the down arrow ▼ to reveal the list of other options for report sorting:
 - Claim Number
 - Creditor Name
 - Filed Date
-  Click [**Run Report**] to generate the Claims Register.

STEP 4 The **Claims Register Summary** displays. (See **Figure 7**)





 Bankruptcy Adversary Query Reports Utilities Search Logout		
Middle District of Florida Claims Register		
6:09-bk-00281 James William Common and Julia Alltoo Common		
Chapter: 13		
Office: Orlando		Last Date to file claims:
Trustee:		Last Date to file (Govt):
Creditor: (144700) B&L Cleaning Service 1440 Dusty Trail Orlando FL 32810	Claim No: 1 Original Filed Date: 07/08/2009 Original Entered Date: 07/08/2009	Status: Filed by: DE Entered by: Romano, Janice Modified:
Unsecured claimed: \$2364.58 Total claimed: \$2364.58		
History: Details  1-1 07/08/2009 Claim #1 filed by B&L Cleaning Service, total amount claimed: \$2364.58 (Romano, Janice)		
Description:		
Remarks: (1-1) Pursuant to FRBP 3004		

Figure 7

 The claim information is displayed for the selected claim. The case name/number is a hypertext link to the docket sheet; the claim number is a hypertext link to the claim image.

 The final page of the register is the Claims Register Summary. (See Figure 8)

Claims Register Summary		
Case Name: James William Common and Julia Alltoo Common		
Case Number: 6:09-bk-00281		
Chapter: 13		
Date Filed: 07/08/2009		
Total Number Of Claims: 1		
	Total Amount Claimed	Total Amount Allowed
Unsecured	\$2364.58	
Secured		
Priority		
Unknown		
Administrative		
Total	\$2364.58	\$0.00

Figure 8

 To print the **Claims Register**, click the **[Print]** icon on the browser toolbar.

CLAIMS SUMMARY

The Claims Summary is a Florida Middle District report that is similar to the Claims Register with the exception of creditor's address, filing, docket and late statuses. The Claims Summary does include the party who filed the claim. Use the same criteria to run the Claims Summary as the Claims Register. (See Figure 9)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

**Middle District of Florida
Claims Register**

[6:09-bk-00281 James William Common and Julia Alltoo Common](#)

Debtor Name: COMMON, JAMES WILLIAM

Claim No: 1-1	<i>Creditor Name:</i> B&L Cleaning Service	<i>Last Date to File Claims:</i> <i>Filed by:</i> Debtor
<i>Claim Date:</i> 07/08/2009	<i>Amends Claim No:</i> <i>Amended By Claim No:</i>	<i>Duplicates Claim No:</i> <i>Duplicated By Claim No:</i>
Class	Amount Claimed	Amount Allowed
Unsecured	\$2364.58	
Total	\$2364.58	

Claims Register Summary

Total Number Of Claims: 1

	Total Amount Claimed	Total Amount Allowed
Unsecured	2364.58	0
Secured	0	0
Priority	0	0
Unknown	0	0
Administrative	0	0
Total	2364.58	0

Figure 9

CREDITOR LABELS

This module demonstrates the steps to generate a creditor mailing matrix in 3 column PDF format. This is the only recommended format for providing a matrix to the court with a filing.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Reports Menu** screen displays.



Click the [Creditor Labels](#) hypertext link.

STEP 3 The **Mailings** screen displays. (See **Figure 10**)

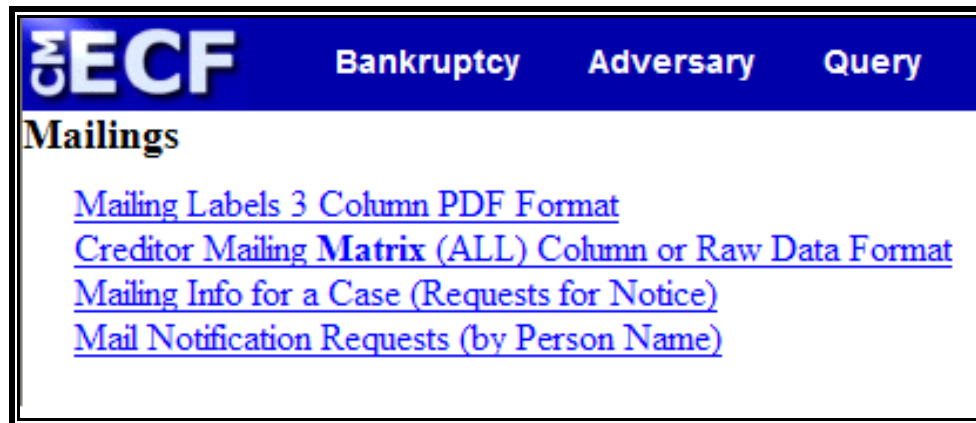


Figure 10



From the **Mailings** screen choose from the following:



Mailing Labels 3 Column PDF Format



Creditor Mailing **Matrix** (All) Column or Raw Data Format



Mailing Info for a Case (Requests for Notice)





Creditor Mailing Matrix – 3 Column Format



Mail Notification Requests (by Person Name)

Mailing Labels 3 Column PDF Format

This report is used to generate a creditor mailing matrix in 3 column PDF format. The matrix can be printed on Avery #5160 labels or equivalent. **Note:** This is the appropriate format to use for matrices that must be attached to a pleading for filing purposes.

-  Click the [Mailing Labels 3 Column PDF Format](#) hypertext link.
-  The **Mailing Labels by Case** screen appears. (See **Figure 11**).

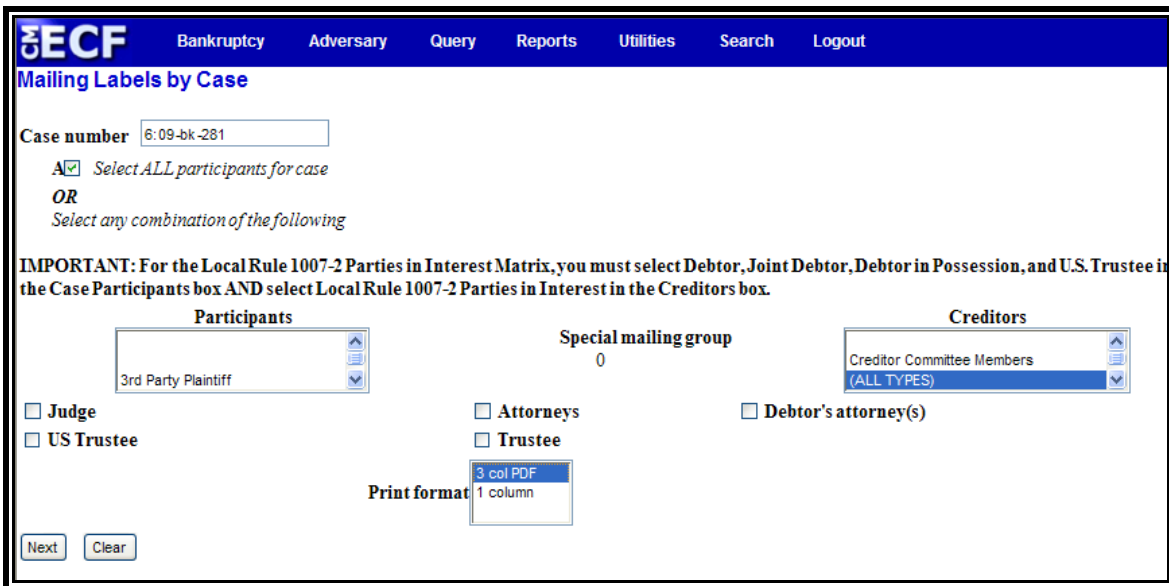










Figure 11

-  Enter the complete case number (office code-yy-[bk or ap]-nnnnn).
-  The **All** check box is the automatic default. You can select any combination from the **Participants** or **Creditors** lists.
-  The **Participants** list defaults to “blank”. You may select more than one participant type by holding down the [Ctrl] key and clicking on the Participant types.
-  The **Creditors** list defaults to “blank”. You may select more than one creditor type by holding down the [Ctrl] key and clicking on the Creditor types.

-  The **Check Boxes** are used to select only the address(es) of the person(s) that are checked. The choices are: **Judge, US Trustee, Attorneys, Trustee, Debtor's attorney.**
-  **Print Format:** Defaults to **3 column PDF.**
-  When all selections are made, click [**Next**] to continue.
-  The Mailing Matrix PDF file can be viewed, saved or printed by clicking on [link](#).

CASES REPORT

This module demonstrates the steps to take to obtain a Cases Filed Report in the CM/ECF system. This report can be used to monitor cases that have been filed, discharged, dismissed, closed, and converted.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Reports Menu** screen displays.



Click the [Cases](#) hypertext link.

STEP 3 The **Report Selection Options** screen displays. (See **Figure 19**)












Figure 19



The **Office** category defaults to 'blank' which means 'all' Offices will be included in the Cases Report. If you wish to limit the report to a specific Office, click the down arrow ▼ to select the Office. You may select more than one Office by holding down the **[Ctrl]** key and clicking on the additional office names.



The **Case Type** category defaults to 'blank' which means 'all' Case Types will be included in the report. If you wish to limit the report to a specific Case Type, click the down arrow ▼ to select the Type. You may select more than one Case Type by holding down the **[Ctrl]** key and clicking on the additional choices.

-  The **Chapter** category defaults to ‘blank’ which means ‘all’ Chapters will be included in the Cases Report. If you wish to limit the report to a specific Chapter, click the down arrow ▼ to find the Chapter. You may select more than one Chapter by holding down the [Ctrl] key and clicking on additional Chapter numbers.
-  The **Trustee** category defaults to ‘blank’ which means ‘all’ Trustees will be included in the Cases Report. If you wish to limit the report to specific Trustees, click the down arrow ▼ to select the Trustee. You may select more than one Trustee by holding down the [Ctrl] key and clicking on additional Trustee names.
-  There are various ways to limit the results of the Cases Report. Any combination (or none) of these options may be chosen. The options are:
 -  **Filed**; limits the report to cases filed during a specific period of time.
 -  **Entered**; limits the report to cases entered on the system during a specific period of time.
 -  **Discharged**; limits the report to cases discharged during a specific period of time.
 -  **Dismissed**; limits the report to cases dismissed during a specific period of time.
 -  **Closed**; limits the report to cases closed during a specific period of time.
 -  **Converted**; limits the report to cases converted during a specific period of time.
 -  The **Open Cases** radio box is automatically checked. If you wish to only see closed cases, uncheck the Open Cases radio box and select Closed Cases.
 -  Click to place a checkmark in the **Party Information** radio box if you wish the report to include Party Information.



Click to place a checkmark in the **Closed Cases** radio box if you wish the report to include Closed Cases.



Click the down arrow ▼ to reveal the list of options in the **Sort By** field. The report may be sorted by: Filed Date, Entered Date, Case Number, Terminal Digit, Case Type, Office, and Trustee. Up to three sort criteria may be chosen. The default is one sort, based upon Filed Date.



When all selections are correct, click **[Run Report]** to continue.

Note: To return to the original defaults and begin again, click **[Clear]**.

STEP 4 The Cases Report displays. (See Figure 20)

Bankruptcy Adversary Query Reports Utilities Search Logout						
Cases Report for 7/16/2009						
U.S. Bankruptcy Court						
Middle District of Florida						
Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
6:09-ap-00229-ABB Lead BK: 6:04-bk-00365-ABB Brad G Stevens and Jennifer M Stevens Chapter: 13	ap		Jones v. Stevens	BRISKMAN	Filed: 06/15/2009 Entered: 06/15/2009	Office: Orlando
6:09-ap-00230-ABB Lead BK: 6:04-bk-00365-ABB Brad G Stevens and Jennifer M Stevens Chapter: 13	ap		Jones v. Stevens	BRISKMAN	Filed: 06/15/2009 Entered: 06/15/2009	Office: Orlando
6:09-ap-00231-ABB Lead BK: 6:04-bk-00365-ABB Brad G Stevens and Jennifer M Stevens Chapter: 13	ap		Jones v. Stevens	BRISKMAN	Filed: 06/15/2009 Entered: 06/15/2009	Office: Orlando
6:09-ap-00232-ABB Lead BK: 6:04-bk-00365-ABB Brad G Stevens and Jennifer M Stevens Chapter: 13	ap		Jones v. Stevens	BRISKMAN	Filed: 06/15/2009 Entered: 06/15/2009	Office: Orlando
6:09-ap-00233-ABB Lead BK: 6:04-bk-00365-ABB Brad G Stevens and Jennifer M Stevens	ap		Jones v. Stevens	BRISKMAN	Filed: 06/15/2009 Entered: 06/15/2009	Office: Orlando

Figure 20



To print a copy of the report, click the browser **[Print]** icon.

DOCKET ACTIVITY

This module demonstrates the steps to take to create a Docket Activity Report in the CM/ECF system. This report is used to identify and track activity in cases by event(s).

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Reports Menu** screen displays.



Click the [Docket Activity](#) hypertext link.

STEP 3 The **Docket Activity Options** screen displays. (See Figure 21)








Figure 21



Enter the complete **Case Number** (office code-yy-[bk or ap]-nnnnn). You can leave this field blank to search for multiple cases. The system defaults to only searching cases in which you are linked; if you wish to search all docket activity for a certain period, click to remove the check from the box next to “**only cases to which I am linked**”.



The **Office** defaults to ‘blank’ which means ‘all’ Offices will be included in the report. If you wish to limit the report to a specific Office, click the down arrow ▼ to select the Office. You may select more than one Office by holding down the [Ctrl] key and clicking on the additional Offices.

-  The **Case Type** defaults to ‘blank’ which means ‘all’ Case Types will be included. If you wish to limit the report to a specific Case Type, click the down arrow ▼ to find and select the Case Type. You may select more than one Case Type by holding down the [Ctrl] key and clicking on the Case Type choices.
-  The **Category** defaults to ‘blank’ which means ‘all’ categories will be included. If you wish to limit the report to a specific category click the down arrow ▼ to select the category. You may select more than one category by holding down the [Ctrl] key and clicking on the categories.
-  You may select to run the report to show only **Open cases** or only **Closed cases** by clicking the checkbox next to the option. The default is to run the report for both open and closed cases.
-  The **Entered between** radio button is the default. This limits the report to case(s) entered on the system during a specific period of time.
-  The report can be run with Summary Text or Full Docket Text.
-  Click the down arrow ▼ to reveal the list of options in the **Sort By** field. The default is Case Number in the first field and a blank second field. You may select two fields to sort by.
-  When all selections are correct, click [**Run Report**] to continue.

Note: To return to the original defaults and begin again, click [**Clear**].

STEP 4 The **Docket Activity Report** displays. (See **Figure 22**)


 Bankruptcy Adversary Query Reports Utilities Search Logout					
Docket Activity Report					
U.S. Bankruptcy Court -- Middle District of Florida					
Report Period: 7/15/2009 - 7/16/2009					
Case	Doc Id	Date Entered/Filed	Category/Event	Judge/Trustee	Notes
609-bk-00281 James William Common and Julia Alltoo Common Office: 6 Type: bk Chapter: 13 Assets: Yes		Entered: 07/15/2009 13:46:16 Filed: 07/15/2009	Category: crditcrd Event: none		Subm. by: A. Johnson Group: aty
Docket Text for above crditcrd: Receipt of Filing Fee for Motion to Convert Case to Chapter 7(609-bk-00281)[motion,mcnv7](25.00). Receipt Number 274007, Amount Paid \$ 25.00 (U.S. Treasury)					
	13	Entered: 07/15/2009 13:44:00 Filed: 07/15/2009	Category: motion Event: Motion to Convert Case to Chapter 7		Subm. by: A. Johnson Group: aty
Docket Text for above motion: Motion to Convert Case to Chapter 7 (Verify Fee). Filed by Alyson Johnson on behalf of Debtor James William Common, Joint Debtor Julia Alltoo Common. (Johnson, Alyson)					
609-bk-00293 Julia Alltoo Common and James William Common Office: 6 Type: bk Chapter: 7 Assets: No		Entered: 07/15/2009 11:59:09 Filed: 07/15/2009	Category: crditcrd Event: none		Subm. by: A. Johnson Group: aty
Docket Text for above crditcrd: Receipt of Filing Fee for Schedules (all schedules, individual schedules or amended schedules)(609-bk-00293)[misc,schaja] (26.00). Receipt Number 273999, Amount Paid \$ 26.00 (U.S. Treasury)					

Figure 22

To print a copy of the report, click the browser **[Print]** icon.

CLAIMS ACTIVITY

This module demonstrates the steps to take to create a Claims Activity Report in the CM/ECF system. This report is used to identify newly filed claims.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF main menu.

STEP 2 The **Reports Menu** screen displays.



Click the [Claims Activity](#) hypertext link.

STEP 3 The **Claims Activity Options** screen displays. (See Figure 23)

Figure 23








Enter the complete **Case Number** (office code-yy-[bk or ap]-nnnnn). You can leave this field blank to search for multiple cases.



The **Office** defaults to 'blank' which means 'all' Offices will be included in the report. If you wish to limit the report to a specific Office, click the down arrow ▼ to select the Office. You may select more than one Office by holding down the **[Ctrl]** key and clicking on the additional Offices.

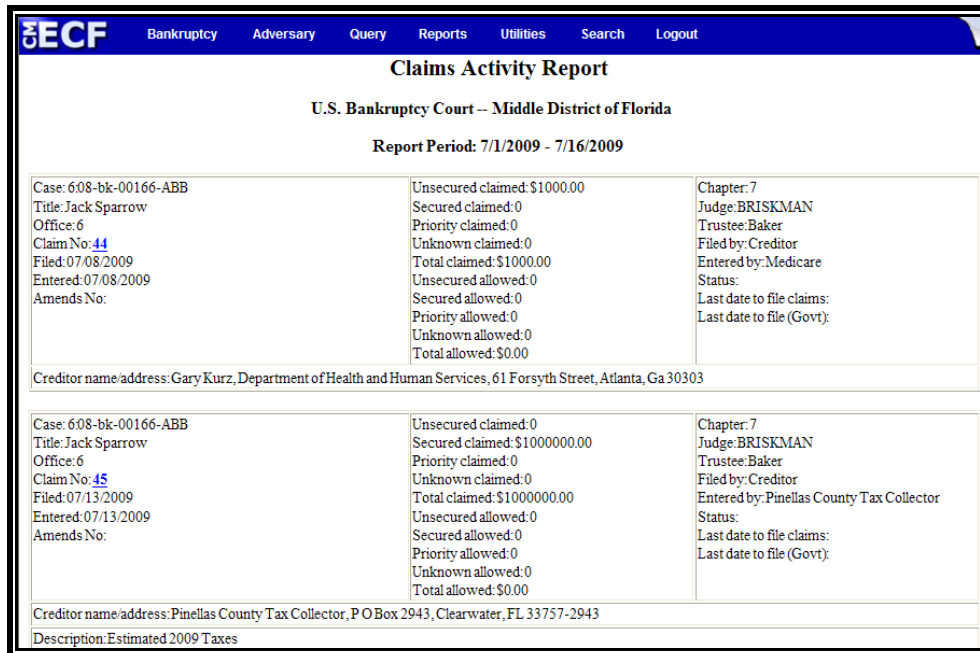


The **Trustee** defaults to 'blank' which means 'all' Trustees will be included. If you wish to limit the report to specific Trustees, click the down arrow ▼ to find and select the Trustee. You may select more than one Trustee by holding down the **[Ctrl]** key and clicking on additional Trustee names.

-  The **Chapter** defaults to ‘blank’ which means ‘all’ Chapters will be included. If you wish to limit the report to a specific Chapter, click the down arrow ▼ to find and select the Chapter. You may select more than one Chapter by holding down the **[Ctrl]** key and clicking on the Chapter numbers.
-  The **Creditor Name** field is available if you wish to limit the report to a specific creditor.
-  The **Entered between** field defaults to the current date. If you wish to limit the report to a specific date range, you will need to change the dates.
-  Click the down arrow ▼ to reveal the list of options in the **Sort By** fields.
-  When all selections are correct, click **[Run Report]** to continue.


Note: To return to the original defaults and begin again, click **[Clear]**.

STEP 4 The Claims Activity Report displays. (See Figure 24)



ECF Bankruptcy Adversary Query Reports Utilities Search Logout		
Claims Activity Report		
U.S. Bankruptcy Court -- Middle District of Florida		
Report Period: 7/1/2009 - 7/16/2009		
Case: 608-bk-00166-ABB Title: Jack Sparrow Office: 6 Claim No: 44 Filed: 07/08/2009 Entered: 07/08/2009 Amends No:	Unsecured claimed: \$1000.00 Secured claimed: 0 Priority claimed: 0 Unknown claimed: 0 Total claimed: \$1000.00 Unsecured allowed: 0 Secured allowed: 0 Priority allowed: 0 Unknown allowed: 0 Total allowed: \$0.00	Chapter: 7 Judge: BRISKMAN Trustee: Baker Filed by: Creditor Entered by: Medicare Status: Last date to file claims: Last date to file (Govt):
Creditor name/address: Gary Kurz, Department of Health and Human Services, 61 Forsyth Street, Atlanta, Ga 30303		
Case: 608-bk-00166-ABB Title: Jack Sparrow Office: 6 Claim No: 45 Filed: 07/13/2009 Entered: 07/13/2009 Amends No:	Unsecured claimed: 0 Secured claimed: \$1000000.00 Priority claimed: 0 Unknown claimed: 0 Total claimed: \$1000000.00 Unsecured allowed: 0 Secured allowed: 0 Priority allowed: 0 Unknown allowed: 0 Total allowed: \$0.00	Chapter: 7 Judge: BRISKMAN Trustee: Baker Filed by: Creditor Entered by: Pinellas County Tax Collector Status: Last date to file claims: Last date to file (Govt):
Creditor name/address: Pinellas County Tax Collector, P O Box 2943, Clearwater, FL 33757-2943		
Description: Estimated 2009 Taxes		

Figure 24

-  To print a copy of the report, click the browser **[Print]** icon.

ECF ACTIVITY

This module demonstrates the steps to take to display or print an ECF Activity Report. This report allows attorneys and trustees to check what notices he/she should have received via Notices of Electronic Filing. It provides the case number (link to docket report), document (link to image) and docket text for all e-mails sent on one day. There is the normal charge through PACER for these hyperlinks, but there is no charge for the report. If the user has more than one login (attorney and also a trustee, for example), they can log in and run the report for each login. This report is useful if you are unable to receive your e-mail for any period of time.

Tip: Your PRID number is **not** required to run this report. Leaving the box blank and clicking “**Run Report**” will provide you with the results for your account.

Note: We ask that you do not run reports between the hours of 10:00 AM and 3:00 PM. This is the heaviest processing time and will slow the system for both you and the Clerk’s office.

STEP 1 Click the [Reports](#) hypertext link on the CM/ECF Main Menu.

STEP 2 The **Reports Menu** screen displays.



Click the [ECF Activity](#) hypertext link.

STEP 3 The **ECF Activity** screen displays. (See Figure 25)

Figure 25



Enter the **Date** of the activity you are seeking.



Enter the **Attorney Prid Number** you obtained from the Help Desk or your User Account information and click **[Run Report]**.

STEP 4 The **Summary of ECF Activity Report** displays. (See **Figure 26**)



Figure 26



To print a copy of the report, click the browser **[Print]** icon.

341 MEETING CALENDAR

This module demonstrates the steps to take to generate a 341 Meeting Calendar Report in the CM/ECF system.

STEP 1 Click the [Reports](#) hyperlink on the CM/ECF Main Menu.

STEP 2 The **Reports** screen displays.

 Select the [341 Meeting Calendar](#) hyperlink.

STEP 3 The **Daily Calendar** screen displays. (See Figure 27)

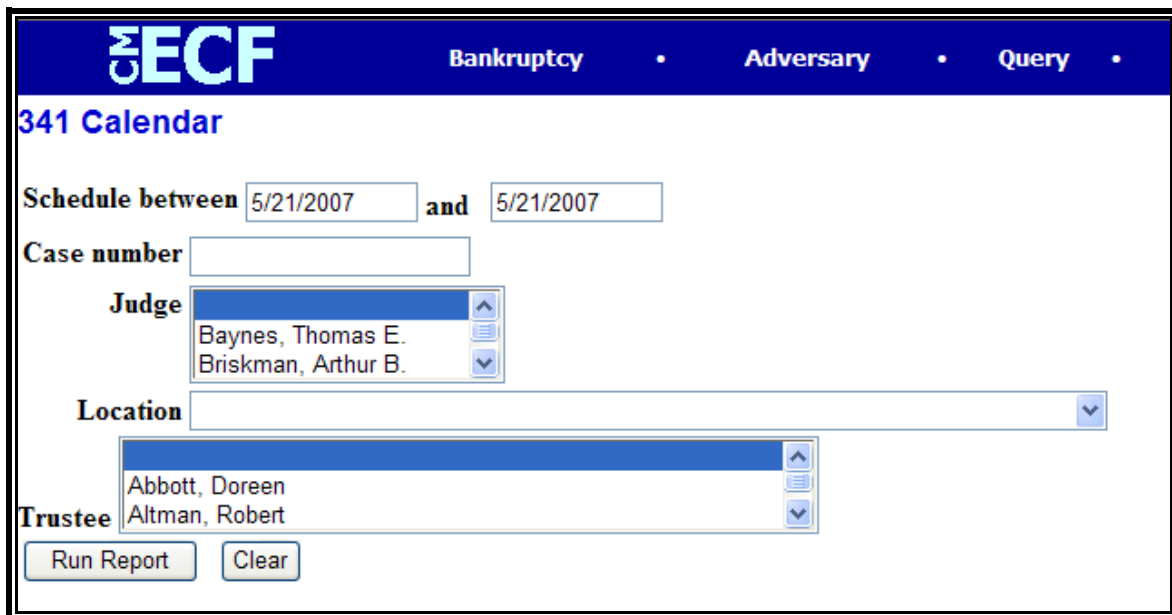









Figure 27

-  The **Scheduled between** fields default to the current date. Enter the appropriate date(s).
-  Enter the complete **Case Number** (office code-yy-bk-nnnnn). You can leave this field blank to search for multiple cases.
-  The **Judge** category defaults to “blank” which means “all” Judges will be included in the report. You can limit the search to a specific Judge by clicking on the down arrow ▼ to select the Judge. You may select more than one Judge by holding down the [Ctrl] key and clicking on additional Judge names.

-  The **Location** field can be used to limit the report to only one location. If you wish to limit the report to a specific location, click the down arrow ▼ to select the location. You may select more than one location by holding down the [Ctrl] key and clicking on the additional locations.
-  The **Trustee** field defaults to “blank” which means “all” Trustees will be included in the 341 Meeting Report. If you wish to limit the report to a specific Trustee, click the down arrow ▼ to select the Trustee. You may select more than one Trustee by holding down the [Ctrl] key and clicking on the additional Trustees.
-  Click **[Run Report]** to generate the 341 Meeting Calendar report.
Note: To return to the original defaults and begin again, click **[Clear]**.

STEP 4 The 341 Meeting Calendar screen displays. (See Figure 28)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

341 Meeting Calendar


U.S. Bankruptcy Court - Middle District of Florida

Orlando, FL (6-60) - 135 West Central Blvd., 6th Floor, Suite 600

05/21/2007 09:00 AM [6:07-bk-01522-ABB Groveland Estates, LLC](#) RE: Doc #4; Meeting of Creditors - Ch 11 Corp w/Claim n/a Deadline-

PACER Service Center		
Transaction Receipt		
05/21/2007 10:13:29		
PACER Login:	ub0112	Client Code:
Description:	ftmb_cal341	Search Criteria:
Billable Pages:	1	Cost:
		0.08

Figure 28

-  To print a copy of the report, click the browser **[Print]** icon.

CALENDAR EVENTS

This module demonstrates the steps to take to generate a Calendar Event Report in the CM/ECF system. This report can be used to determine what hearings, 341 meetings, trials, or status conferences are scheduled in a case or in a divisional office.

STEP 1 Click the [Reports](#) hyperlink on the CM/ECF Main Menu.

STEP 2 The **Reports** screen displays.



Select the [Calendar Events](#) hyperlink.

STEP 3 The **Calendar Events** screen displays. (See Figure 29)

Calendar Events

Case number

Judge
Assigned, To Be

Office
Orlando (6)

Type
341 Meeting Date-Auto Assign
341 Meeting-Corp./Asset

Set to

☐ AM only
☐ PM only
☒ Both


Time ☐ AM ☐ PM

Sort by


Figure 29




Enter the complete **Case Number** (office code-yy-bk-nnnnn). You can leave this field blank to search for multiple cases.





 The **Judge** category defaults to “blank” which means “all” Judges will be included in the report. You can limit the search to a specific Judge by clicking on the down arrow ▼ to select the Judge. Indicate whether the Judge on the case was the **Hearing judge** only, is the assigned **Case judge**, or the default of both **Hearing or case judge**.

You may select more than one Judge by holding down the [Ctrl] key and clicking on additional Judge names.

 The **Office** field can be used to limit the report to only one location. If you wish to limit the report to a specific location, click the down arrow ▼ to select the location. You may select more than one location by holding down the [Ctrl] key and clicking on the additional locations.

 The **Calendar events** field can be used to limit the report to only one event. You may select more than one event by holding down the [Ctrl] key and clicking on the additional events. If you wish to limit the report to a specific event(s), click the click the down arrow ▼ to select the event:

All Hearings
341 Meeting Date-Auto Assign
341 Meeting-Corp./Asset
341 Meeting-Indiv./Asset
341 Meeting-Indiv./No Asset
Confirmation Hearing
Dismissal Hearing
Final Evidentiary Hearing
Hearing
Initial Confirmation Hearing
Objection to Claim Hearing
Pre-Trial Conference
Preliminary Hearing
Reaffirmation Agreement Hrg.
Relief from Stay Hearing
Show Cause Hearing
Status Conference Hearing
Trial Date Set

-  The **Set** fields default to the current date. Enter the appropriate date(s). (To view and select a date from a calendar, click the **Calendar** button and click on the calendar day for which you would like to view the report.) You may search for hearings set for the **AM only**, **PM only** or the default of **Both**.
-  The **Time** field defaults to a blank value. If you wish to limit the report to a specific time, you may select morning or afternoon events by clicking the button next to **AM** or **PM**, or by entering a specific time in the box provided.
-  The **Sort by** field defaults to Time. Click the down arrow ▼ to reveal the list of other options for report sorting of Time or Office, Time.
-  Click **[Run Report]** to generate the 341 Meeting Calendar report.

Note: To return to the original defaults and begin again, click **[Clear]**.

STEP 4 The **Calendar Events** screen displays. (See **Figure 30**)

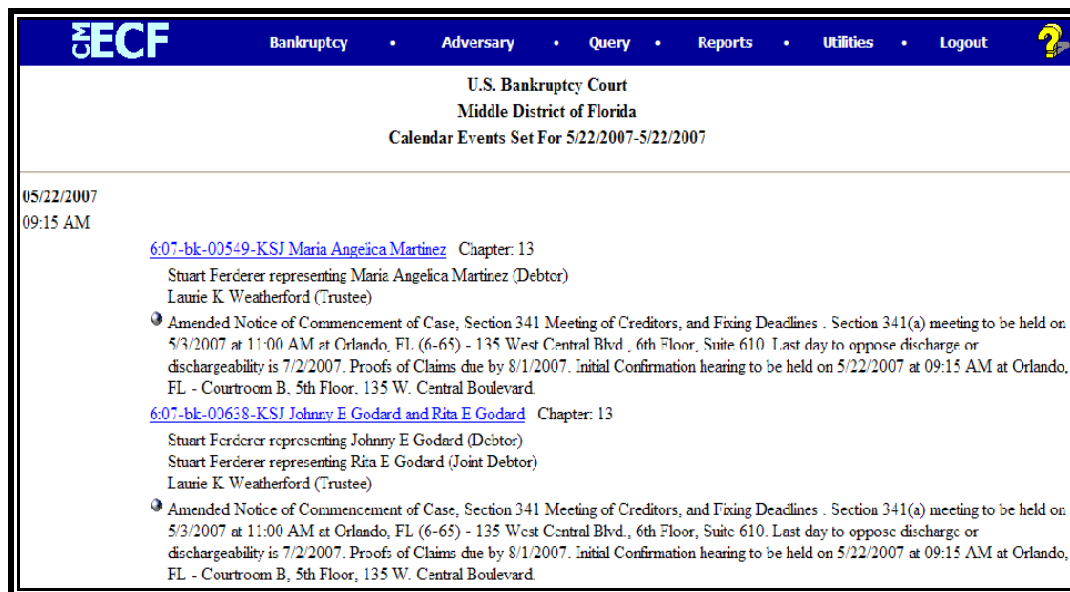



Figure 30

-  To print a copy of the report, click the browser **[Print]** icon.