

# CHAPTER 6

# QUERY

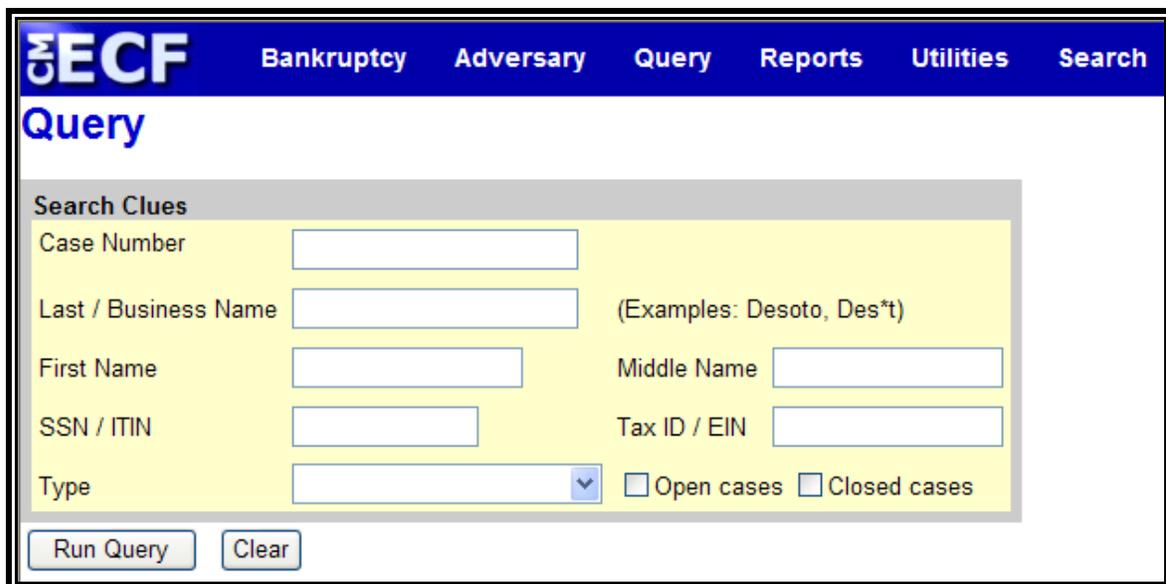


## QUERY

This module demonstrates the functions of the CM/ECF Query feature. This feature allows access to case information, document images, attorney information, deadline and hearing information, and much more. **This event requires that you log into PACER. Once logged in, you will not be asked again for the PACER login, password, and client code.**

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

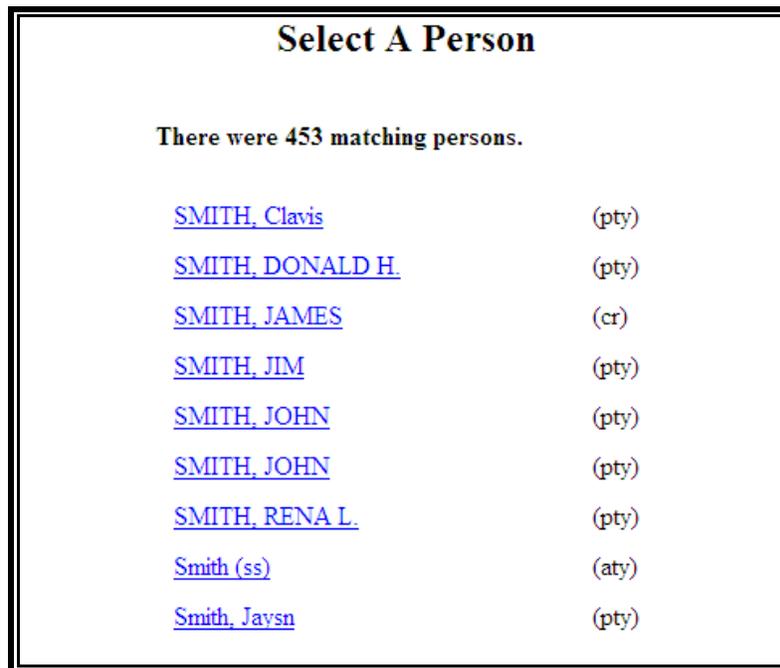
**STEP 2** The **Query Search** screen displays. (See **Figure 1**)



**Figure 1**

-  Query searches can be based upon various pieces of information. The options are:
  -  Case Number
  -  Last Name
  -  First Name
  -  Middle Name
  -  SSN
  -  Tax ID
  -  Type (Attorney, Party, Professional, Trustee, U.S. Trustee)

- 🇺🇸 Enter the information upon which the Query Search should be based.
  - 🇺🇸 Click **[Run Query]** to continue
- Note:** To return to the original blank defaults and begin the search again, click **[Clear]**.
- 🇺🇸 **Query Search using a name:** If the query finds more than one case that matched the name criteria, a list of matches will be presented. Click on the hypertext link for the desired match. (See **Figure 2**)



**Figure 2**

- 🇺🇸 **Query Search using case number:** If the query finds more than one case that matched the case number, a list of matches will be presented. Click the appropriate button for the desired match. (See **Figure 3**)

Figure 3

**Note:** The query search will always find the specific case if the search is done using the complete case number (**office code-yy-[bk or ap]-nnnnn**)



Once the appropriate name/case is selected or if the initial search finds only one match the specific case information will be presented. (See Figure 4)

Figure 4

- ④ Basic case information is listed at the top of the Query Results screen. This includes the case number, name, case type, chapter number, asset status, voluntary or involuntary status, the case file date, and the date of the last docket entry. Click on the hyperlinks for the additional options.
  - ④ **Alias** - provides any aliases listed for the case.
  - ④ **Associated Cases** - provides any associated cases, such as adversary proceedings or jointly administered cases.
  - ④ **Attorney** - provides names, addresses, and phone numbers of the case attorneys and the party representation.
  - ④ **Case Summary** - provides basic case summary information including debtor social security number, file opening, closing, discharge, dismissal and conversion dates.
  - ④ **Creditor** - is a hypertext link to the Creditor Report permitting the viewing of the case creditors names and addresses.
  - ④ **Deadlines/Schedule** - is a hypertext link to the Deadlines/Schedule report providing a quick glance at all hearings and deadlines set for the case.
  - ④ **Docket Report...** - is a hypertext link to the docket sheet for the case.
  - ④ **Filers** - provides the names of all parties (filers) in the case. A hypertext link is available which provides a list of documents filed by each party-filer. Within the document list:
    - ④ Access to a document image is obtained by clicking on the document number hypertext link.
    - ④ Access to a Notice of Electronic Filing is obtained by clicking on the silver ball next to each document. (Within the Notice of

Electronic Filing there is also a hypertext link to the document image.)

-  **History/Documents** - is a hypertext link to the History/Documents report. This report can include all events or only events with attached documents. Displaying the docket text is optional. The report can be sorted to show either oldest documents first, or to show the more recent documents first.
-  **Notice of Bankruptcy Filing** - is an official electronic notice of the filing of the selected case. It may be printed at any time.
-  **Party** - provides names and addresses all parties in the selected case as well as their counsel.
-  **Related Transactions** - shows docket entries related to this case.
  -  Access to a document image is obtained by clicking on the document number hypertext link.
  -  Access to a Notice of Electronic Filing is obtained by clicking on the silver ball next to each document. (Within the Notice of Electronic Filing there is also a hypertext link to the document image.)
-  **Status** - provides pending and terminated status information for the case.
-  **Trustee** - provides the name and address of the trustee assigned to the selected case.
-  **Claims Register** – is a hypertext link to the claims register for the case
-  **Creditor Mailing Matrix** – is a hypertext link to the court’s creditor mailing matrix for the case