Docket Activity

This module demonstrates the steps to take to create a Activity Report in the CM/ECF system. This report is used to identify newly filed cases and track activity by events.

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 **Report Selection Options** screen displays. **(See Figure 1)**
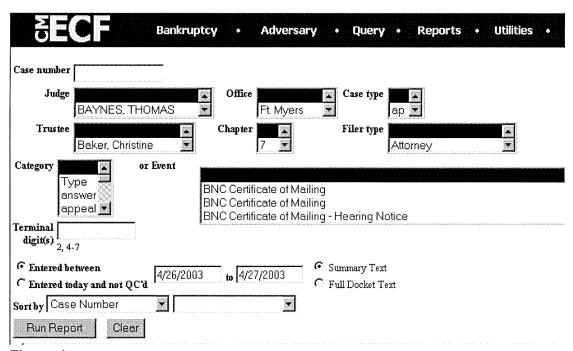

Figure 1

◆   Enter the complete **Case Number** (office code-yy-[bk or ap]-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 **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 **Trustee** defaults to 'blank' which means 'all' Trustees will be included. If you wish to limit the report to a 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 **Filer Type** category defaults to 'blank' which means 'all' filer types will be included. If you wish to limit the report to a specific filer click the down arrow ▼ to find and select the filer. You may select more than one filer by holding down the **[Ctrl]** key and clicking on the filer types.

◆   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.

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

◆   The **Terminal Digits** field is available if you wish to limit the report to a specific terminal digit(s).

◆   **Entered** radio button is the default. This limiting the report to case(s) entered on the system during a specific period of time.

◆   **Entered today and not Qc'd** - Currently not used.

◆   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.

◆   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 2)**

Docket Activity Report

U.S. Bankruptcy Court -- Middle District of Florida

Report Period: 9/25/2002 - 9/25/2002

Case Number/Title Office	Doc Id	Date Entered/Filed	Category/ Event	Judge/ Trustee	Notes
8:02-bk-00051-TEB Marlo Thomas *Office: 8*	1	*Entered:* 09/25/2002 10:35:06 *Filed:* 09/25/2002	*Category:* misc	*Trustee:* Smith	*Subm. by:* *Chapter:* 7 *Type:* bk *Group:*
Docket Text for above misc: Voluntary Petition under Chapter 7. Receipt Number cc, Fee Amount $200 Filed by Daniel J. Herman on behalf of Marlo Thomas. (Delamater, Connie)					

Figure 2

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