

## 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.
- STEP 3** The **Docket Sheet Request** screen displays. (See Figure 1)

**ECF** Bankruptcy • Adversary • Query

**Docket Sheet**

Case number

**Filed**  to

**Entered**  to

Documents  to

Include terminated parties  
 Include links to Notice of Electronic Filing

**HTML**

**Text**

Sort by

**Figure 1**

- ◆ 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.
- ◆ 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 the Report]** to continue.

**STEP 5** 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 2)**

07/16/2001	<a href="#"><u>11</u></a>	Order Granting Application to Employ (Related Doc # 9). Signed on 7/16/2001. (Monaghan, Susan) (Entered: 01/24/2003)
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**Figure 2**

- ◆ 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 hypertext link. **(See Figure 3)**

07/16/2001	 <a href="#"><u>11</u></a>	Order Granting Application to Employ (Related Doc # 9). Signed on 7/16/2001. (Monaghan, Susan) (Entered: 01/24/2003)
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**Figure 3**

- ◆ 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.