

# **CHAPTER 17**

## **REPORTS**

**DOCKET REPORT**  
**CLAIMS REGISTER**  
**CREDITOR MATRIX**  
**CASES REPORT**  
**DOCKET ACTIVITY**  
**DAILY CALENDAR**  
**CALENDAR EVENTS**

## CM/ECF Reports

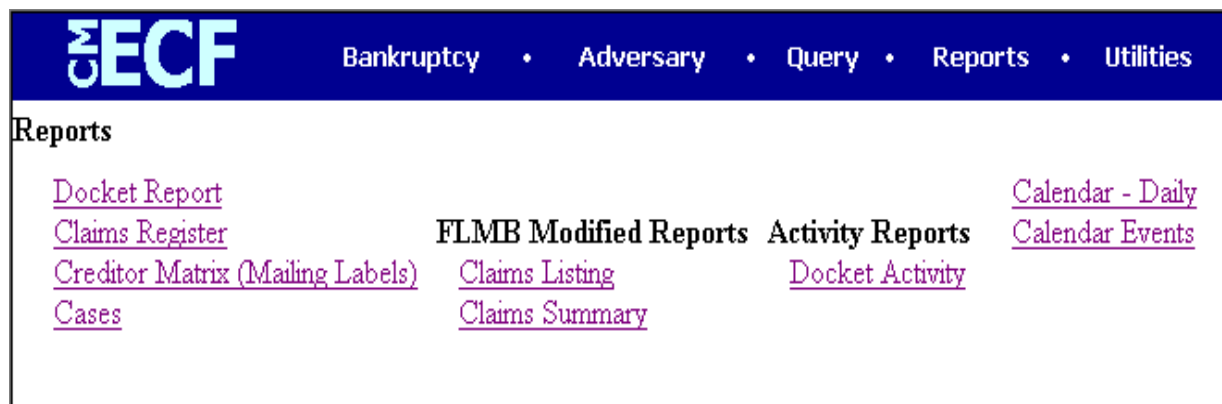
The following modules demonstrate the steps to take to run and print ECF Reports. The majority of the reports require that you log into Pacer. Once logged in, you will not be asked again for the Login, Password, and Client Code. If you wish to change to a different Client Code click [Logout](#) on the CM-ECF Main Menu, then log back into ECF. You will then be presented with a new Pacer login screen.

The only report that does not require Pacer login is the Creditor Matrix - 3 Column 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**

— Click the [Report](#) hypertext link.

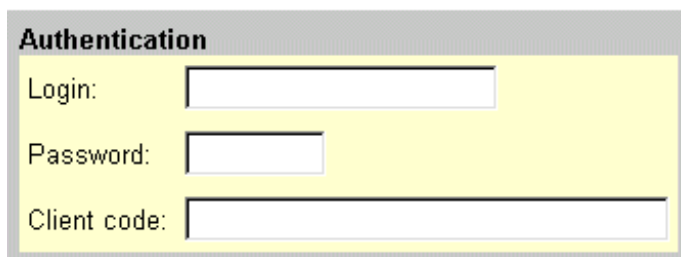
**STEP 3** The **Pacer Login** screen displays. (See Figure 2)**Notice**

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

**Instructions**

Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.



☐ Make this my default PACER login

**Figure 2**

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

