

Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee to access documents, docket sheets, query information, etc. from ECF.

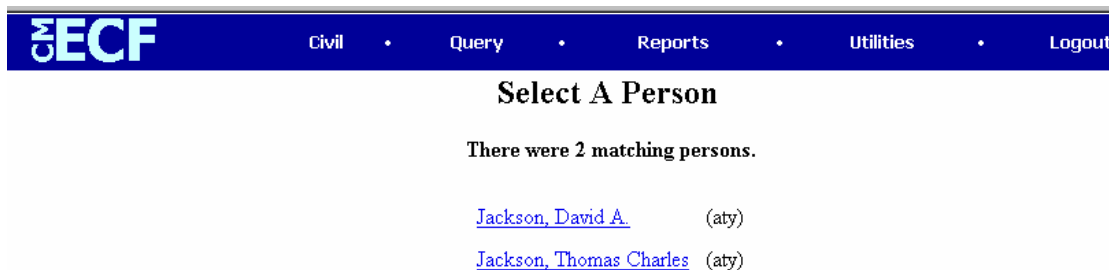
After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure B on the next page.

A screenshot of the ECF 'Query' screen. The top navigation bar is blue with the ECF logo and menu items: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. A yellow question mark icon is on the right. Below the navigation bar, the word 'Query' is written in blue. The main content area has a light yellow background and is titled 'Search Clues'. It contains several search fields: 'Case Number' with a text box containing '00-101' and a note '(Examples: 99-500, 1:99cv500)'; 'Def Number' with an empty text box; 'Filed Date' and 'Last Entry Date' each with two date pickers separated by 'to'; 'Nature of Suit' with a dropdown menu showing '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'; 'Last Name' with a text box and a note '(Examples: Desoto, Des*t)'; 'First Name' and 'Middle Name' with text boxes; and 'Type' with a dropdown menu. At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number

hyperlink and ECF opens the query screen depicted in Figure B.

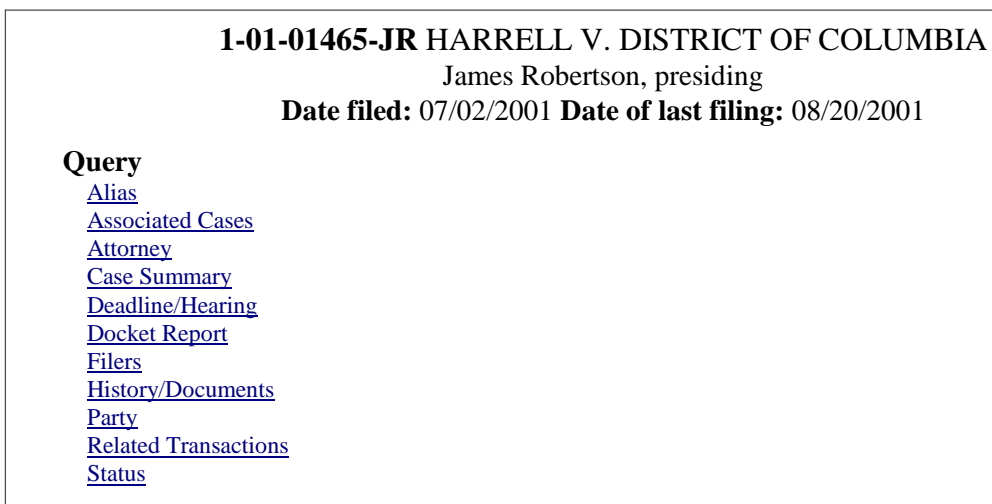
Figure A



After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

Figure B



At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Provides a summary of current case-specific information as represented below.

1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 Date of last filing: 08/20/2001

Case Summary

Office:	Washington, DC	Filed:	07/02/2001
Jury Demand:	Both	Demand:	
Nature of Suit:	442	Jurisdiction:	Federal Question
Cause:	28:1983 Civil Rights	Disposition:	
County:		Terminated:	
Origin:	1	Reopened:	
Lead Case:	None		
Related Case(s):	None		
Flags:	JURY, TYPE-H		
Party 1:	WAYNE HARRELL (pla)		
Party 2:	DISTRICT OF COLUMBIA (DFT)		
Atty: Ruth Ann Lowery	Represents Party 1: pla	Phone: (202) 789-6064	
		Fax: (202) 789-6190	
		E-mail: rlowery@bdlaw.com	
Atty: David A. Jackson	Represents Party 2: dft	Phone: (202) 724-6618	

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen depicted on the next page.

Deadlines/Hearings

Sort by

- Document Number
- Deadline/Hearing
- Filed
- Due/Set**
- Satisfied
- Terminated

After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA

James Robertson, presiding

Date filed: 07/02/2001 Date of last filing: 08/20/2001

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
1	Answer due from DC	07/02/2001	07/23/2001	08/06/2001	

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

ECF
Civil
Criminal

Docket Sheet

Case number:

Filed to
 Entered to

Documents to

Include terminated parties
 Include links to Notice of Electronic Filing
 Include Caption

Sort by ▼

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you

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wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

The document numbers in the middle column of Figure 23B are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted in Figure 24. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

Figure 24

The screenshot shows the ECF web interface for the 'History/Documents' query. The top navigation bar includes 'Civil', 'Query', 'Reports', and 'Utilities'. The main content area is titled 'History/Documents' and contains the following options:

- All events (history)
- Only events with documents
- Display docket text
- Sort by: Most recent date first (dropdown menu is open, showing 'Oldest date first' and 'Most recent date first' options)

At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. Figure 24A depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

Figure 24A

1:01 01465 JR HARBELL v. DISTRICT OF COLUMBIA
 and: Robertson, J. et al
 Data Filed: 09/29/2001 Date of last filing: 09/29/2001

History

Doc. No.	Dates	Description	Private Trans	Type Subtype	Docket Part ID
6	Filed: 09/29/2001 Entered: 09/29/2001	Minutes and Charter Statements Docket Text: MINUTE AND CHARTER STATEMENTS (Lower g. Ref.)		minutes minutes	1
1	Filed: 09/29/2001 Entered: 09/29/2001	Scheduling Order Docket Text: SCHEDULING ORDER: Final pretrial conference set for 09/29/2001 at 4:30 PM, jury trial set for 10/22/2001 at 9:00 AM, status conference set for 10/22/2001 at 4:30 PM. Signed by Judge James Robertson on August 29, 2001. (MT,)		order order	10
1	Filed: 09/29/2001 Entered: 09/29/2001	Set Deadlines Docket Text: SCHEDULING ORDER: Final pretrial conference set for 09/29/2001 at 4:30 PM, jury trial set for 10/22/2001 at 9:00 AM, status conference set for 10/22/2001 at 4:30 PM. Signed by Judge James Robertson on August 29, 2001. (MT,)		order order	10
--	Filed: 09/29/2001 Entered: 09/29/2001	Missouri Center Hearing Docket Text: Minute Entry, Minute and Charter Hearing held on 09/29/2001 before Judge James Robertson in chambers. (Not entered) (ndp,)		hearing hearing	10
--	Filed: 09/29/2001 Entered: 09/29/2001	Calendar Entry Docket Text: Calendar Entry, Set/Reset Hearings: Missouri Center Hearing set for 09/29/2001, 09:00 PM before Judge James Robertson in chambers. (true,)		entry entry	10
--	Filed: 09/29/2001	Set/Reset Hearings		entry	10

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the *Blue* menu bar, ECF opens the **Reports** screen depicted in Figure 25.

Figure 25



If you select Cases Filed or Docket Sheet from the screen depicted in Figure 25, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

Docket Sheet

Click on the **Docket Sheet** hyperlink in Figure 25 and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

The image shows a screenshot of the ECF 'Docket Sheet' query window. The header is dark blue with the ECF logo and the words 'Civil' and 'Criminal' separated by a dot. Below the header, the title 'Docket Sheet' is displayed in blue. The form contains several input fields and checkboxes. The 'Case number' field has '99-700' entered. There are two radio buttons: 'Filed' (selected) and 'Entered'. Below these are two empty input fields separated by the word 'to'. There are also two empty input fields for 'Documents' separated by 'to'. There are three checkboxes: 'Include terminated parties' (checked), 'Include links to Notice of Electronic Filing' (unchecked), and 'Include Caption' (checked). A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom, there are two buttons: 'Run Report' and 'Clear'.

This is the same query window that ECF displayed when you selected **Docket Report** from
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the **Query** feature (Page 29). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

Civil Cases Report

City: County: Nature of Suit: Cause:

Filed: to

Terminal digit(s): Open cases Closed cases

Submit:

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 9/23/2002 to 10/23/2002.

Civil Cases Report				
Version 1 U.S. District Court of Nebraska				
Filed Report Period: 09/23/2002 10/23/2002				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
Case 03227 Anderson et al v Cole	Filed: 09/23/2002		0	Case: 03133-3 Violation of Civil Rights 0308: Civil Rights - Wrong 0309: Plaintiff 0310: Defendant: Richard G. Cook 0311: Defendant: Daniel L. Steyer 0312: Defendant: Brian
Case 03228 Lujan v Lenz	Filed: 09/23/2002		0	Case: 03229-0 Petition for Writ of Habeas Corpus (State) 0310: Habeas Corpus (General) 0311: Plaintiff 0312: Defendant: Lyle E. Steen 0313: Defendant: Lyle A. Jaramila 0314: Defendant: Brian Case Flags: LAMBDA
Case 03229 USA v Westing	Filed: 09/23/2002		21	Case: 03230-1 RT Tax Liability 0310: Tax 0311: Plaintiff 0312: Defendant: David G. King 0313: Defendant: David G. King 0314: Defendant: Brian
Case 03230 Fisher v Fisher	Filed: 09/24/2002		90	Case: 03231-0 Civil Procedure (Judgment) 0310: Civil Rights - Other 0311: Plaintiff 0312: Defendant: William K. Olson 0313: Defendant: David G. King 0314: Defendant: Harriet

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.