

SECTION 12.0 REPORTS

12.1 Overview

CM/ECF maintains a suite of standard reports. Menu selections are predicated upon the user's access level. In most report selection screens, the following rules apply:

- If a selection box displays more than one choice, multiple items may be selected.
- If a selection list includes a blank item, it can be used to select "all".
- If multiple selection criteria is specified, i.e. judge and office, only those items for which both are true will be retrieved.

12.2 Selected Reports

(a) Docket Sheet

The Docket Sheet report displays the cover page (include caption) and selected docket entries (which can be sorted by date or document range) for a single case. If a document range is specified, docket entries which do not have an associated document will not be listed.

(b) Notice of Electronic Filing

ECF participants may view the Notices of Electronic filing (you must be in the system as both a PACER and ECF user), by selecting select Docket Sheet and including the links to the Notice of Electronic Filing option. When viewing the generated docket sheet, the icon next to the document number will display the Notice of Electronic Filing.

(c) Calendar Events

1. Daily

Calendar Events can be sorted by a selected day including time by case or judge. See [Appendix H](#) for a list of the schedule types.

2. By Events

Calendar Reports can be sorted by type of event or hearing.

(d) Cases Filed

The Cases Filed report displays a summary list of cases selected by numerous criteria: terminal digit, judge, office, nature of suit, case number, date filed, and date termed.

(e) E-Mail Info for a Case

This report will display a list of e-mail recipients by case number. This report lists those people who have requested e-mail notification system-wide.