

CM-ECF Procedure Query Module

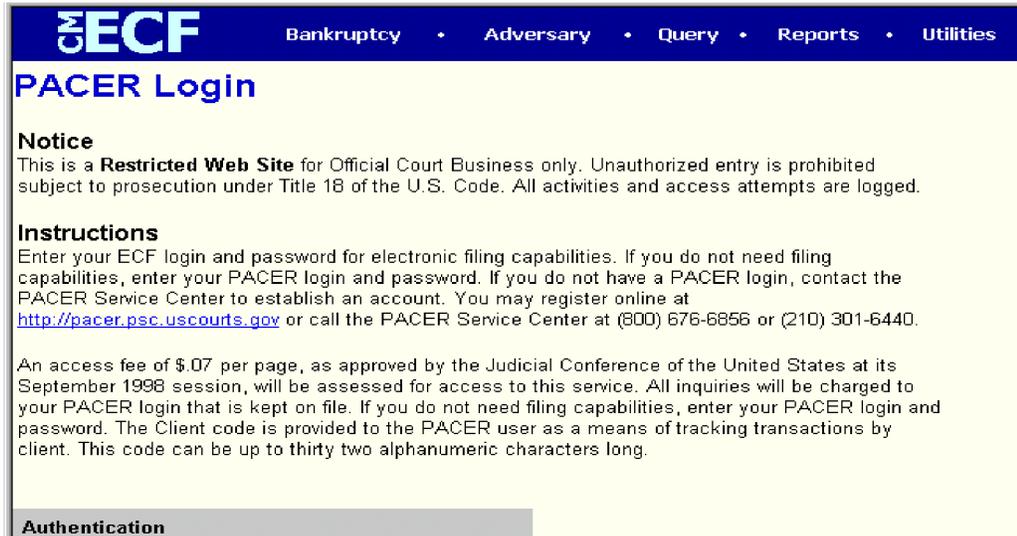
The **QUERY MODULE** is an application that retrieves case information. It is available in the **CM-ECF** system. It provides a variety of inquiry options for specific cases, including attorney, party, judge, associated cases, and notice of filing information as well as printing capabilities.

STEP 1 Left click on the **Query** hypertext link on the **CM-ECF Main Menu Bar**. (See Figure 1)



Figure 1

STEP 2
The
PACER
Logi
n
scre
en
displ
ays.
(See
Figur
e 2.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Query

Search Clues

Case Number (Example: 99-80013)

Last Name (Examples: Desoto, Des*t)

First Name Middle Name

SSN Tax ID

Type

NOTICE: Access to the information in this system is currently available at no charge; however, a user fee, approved by the Judicial Conference of the United States, may be applied in the future.

Figure 2

STEP 3

The
QUERY SEARCH CLUES screen displays. (See Figure 3.)

Figure 3

◆
A
search
can

Login:

Password:

Client code:

Make this my default PACER login

be performed using one or more of the following “search clues”:

!
By Case
Number

!
By Party
Name

!
By Social
Security
Number

!
By Tax
Identification
Number

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the case information is displayed: **01-10000-pjw** Mary L. Johnson. The case type is bk, Chapter is 7, Asset is No, Vol is v, Judge is Peter J. Walsh. The date filed is 05/07/2001 and the date of last filing is 05/07/2001. Below the case information, there is a **Query** menu with the following options: [Aliases](#), [History/Documents...](#), [Associated Cases](#), [Notice of Bankruptcy Case Filing](#), [Attorneys](#), [Parties](#), [Case Summary](#), [Related Transactions...](#), [Creditors...](#), [Status](#), [Deadlines/Hearings...](#), [Trustee](#), [Docket Report...](#), and [Filers...](#)

STEP 4 To search by Case Number:

- ◆ Left click in the **Case Number** field and key the complete case number.

NOTE: The correct format is 01-10000, where 01 is the year and 10000 is the case sequence number. You must enter a dash between the case year and the sequence number.

- ◆ Left click **[Run Query]**.
- ◆ The **QUERY MENU OPTIONS** screen displays. (See Figure 4.)

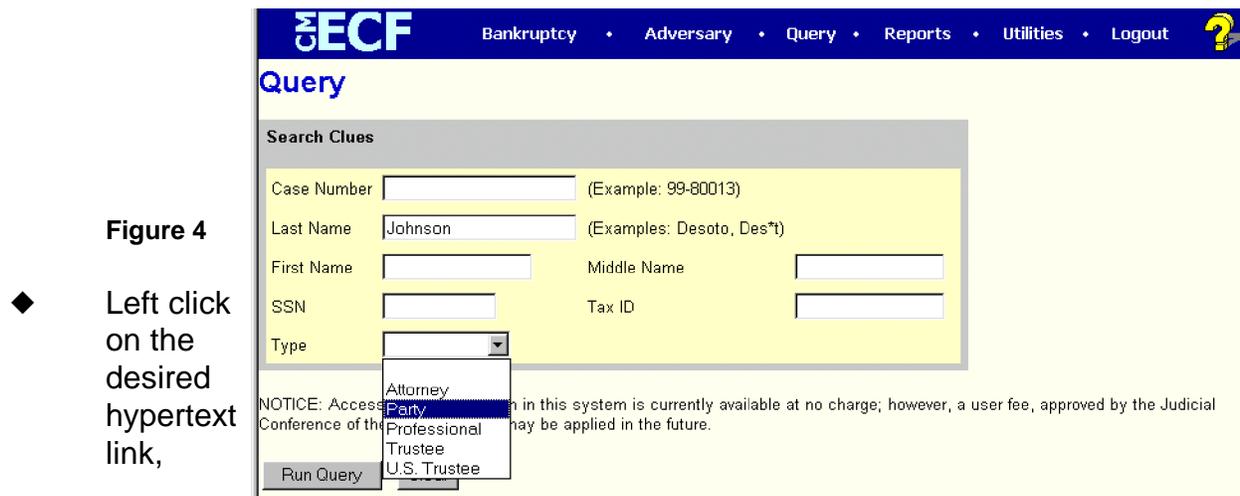


Figure 4

- ◆ Left click on the desired hypertext link,

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NOTE: Detailed information on the menu items is attached to this handout. See **Query Menu Options Guide**.

STEP 5 To search by Name:

- ◆ Leave the **Case Number** field blank
- ◆ Left click in the **Last Name**, **First Name** and **Middle Name** fields and key the appropriate “search clues”.

NOTE: You must key a minimum of two letters of the last name for a name search. You can, however, narrow your search down by completing the **First Name**, **Middle Name** and **Social Security** fields.

- ◆ To select a specific party type “search clue”:
 - ! Left click the arrow in the **Type** drop down box to display a list of party types. (See Figure 5.)

Figure 5

- ! Left click once to select the correct party type.
- ◆ Left click **[Run Query]**.
- ◆ The **SELECT A PERSON** screen displays with the person's name as a hypertext link. (See Figure 6.)

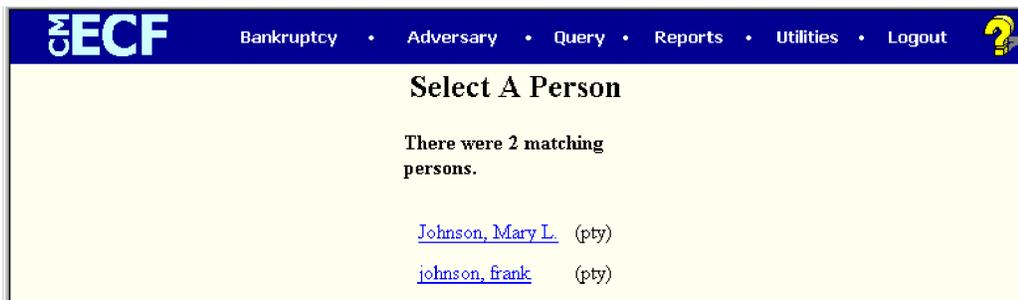
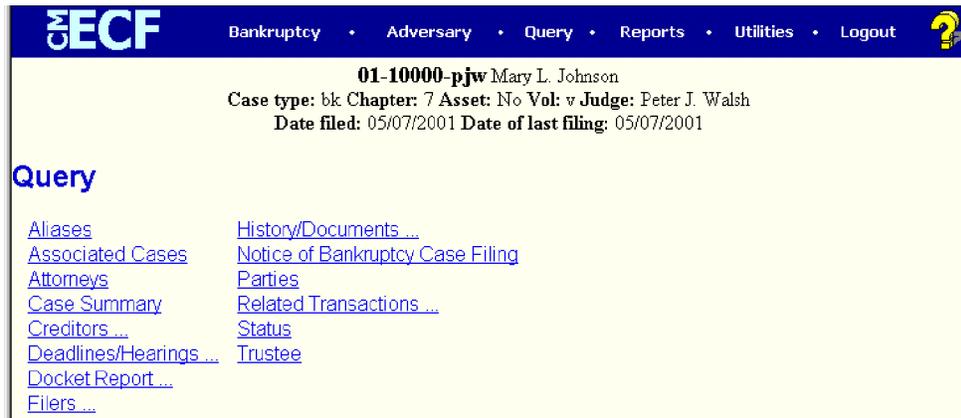


Figure 6

- ◆ Left click on the appropriate name hypertext link.
- ◆ The **QUERY MENU OPTIONS** screen displays. (See Figure 7.)



The screenshot displays the CM-ECF system interface. At the top, there is a navigation bar with the following menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The case information is as follows: Case number 01-10000-pjw, Plaintiff Mary L. Johnson, Case type bk Chapter: 7 Asset: No Vol: v Judge: Peter J. Walsh, Date filed: 05/07/2001, and Date of last filing: 05/07/2001. Below this information is a section titled "Query" which contains a list of hyperlinks: Aliases, Associated Cases, Attorneys, Case Summary, Creditors..., Deadlines/Hearings..., Docket Report..., Filers..., History/Documents..., Notice of Bankruptcy Case Filing, Parties, Related Transactions..., Status, and Trustee.

Figure 7

- ◆ Left click on the desired hypertext link.

NOTE: Detailed information on the menu items is attached to this handout. See **Query Menu Options Guide**.

STEP 6 To continue searching, left click the Query hypertext link on the **CM-ECF Main Menu Bar**.

QUERY MENU OPTIONS GUIDE

The following menu items are summarized in the next ten tables:

- ◆ Alias
- ◆ Associated Cases
- ◆ Attorney
- ◆ Calendar By Case or Judge
- ◆ Case Summary
- ◆ Docket Report
- ◆ Judge
- ◆ Notice of a Bankruptcy Case Filing
- ◆ Party

Item	Action
Alias	Displays all aliases associated with the debtors.

Item	Action
Associated Cases	Displays cases related to the case (i.e. Adversaries)

Item	Action
Attorney	Displays attorney(s) associated with the case.

Item	Action
Calendar by Case or Judge	Displays matters scheduled for hearing for each judge, with date, time and location. Hyperlinks to document, if attached. (Note, for CM/ECF cases only)

Item	Action
Case Summary	Displays a summary of case information to include file, discharge, or dismissed dates, debtor and attorney names, and other information.

Item	Action
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Creditor	Displays the creditors in the case.
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Item	Action
Docket Sheet	Displays the case docket. Prints case docket. Has multiple sorting criteria, to include by File Date or Entered on Docket Date.

Item	Action
Judge	Displays the judge assigned to the case.

Item	Action
Notice of Bankruptcy Filing	Displays a Notice of Electronic Case Filing with date, time and court seal. This notice can be printed.

Item	Action
Party	Displays all parties associated with the case.