

SECTION 6.0 - Query Feature

Query Feature

Registered participants should use this feature to query for specific case information.

- Click **Query**



The PACER login screen opens. Enter your PACER login and password.

Note: The PACER login and password are different from the Electronic Case Filing (ECF) login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Beginning January 1, 2005, you will be charged a fee of \$.08 per page to access documents, docket sheets, etc., from ECF.

After entering the PACER login and password, ECF opens a query data entry screen as depicted below.

- Enter the **Case Number**
- Click **[Run Query]**

A screenshot of the ECF Version 2.3 'Query' data entry screen. The 'Search Clues' section is highlighted in yellow. It includes fields for Case Number, Filed Date, Last Entry Date, Nature of Suit (with a dropdown menu showing options like 0 (zero), 110 (Insurance), 120 (Contract: Marine)), Last Name, First Name, Middle Name, and Type. Buttons for 'Run Query' and 'Clear' are at the bottom.

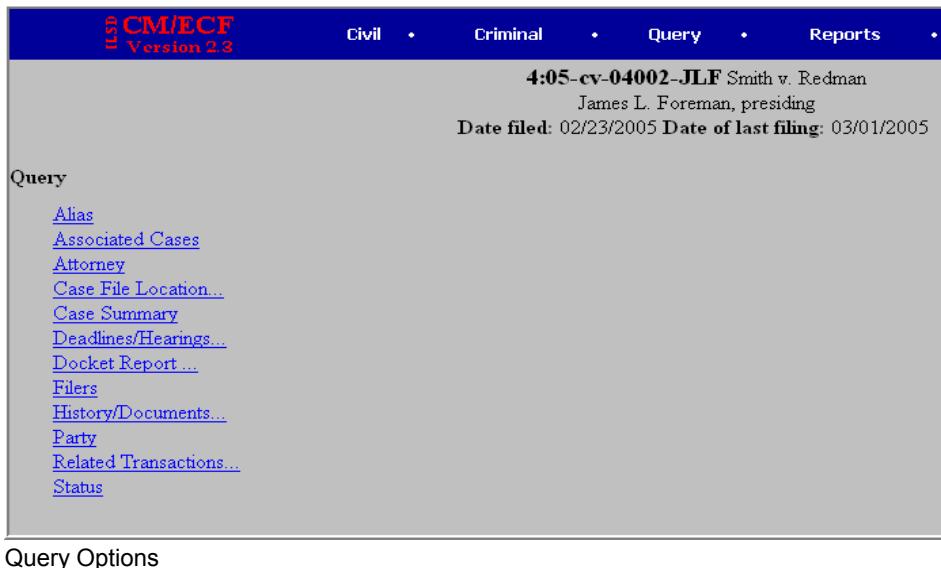
Query Search Options

- It is possible to query by the name of the party or an attorney in a case. Enter the required information in the appropriate field name.
- If more than one person with the same name is in the database, ECF returns a screen from which to select the correct name.

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- Should the individual be a party in more than one case, ECF will open a screen listing all of the individual's cases. Click the case number hyperlink.

Note: Query is also possible by nature of suit. Enter a range for either the filed date or the last entry date. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When the Query is run, all cases that meet the criteria will be displayed.



At the top of the window, ECF displays the case number, parties to the case, presiding judge, date that the initial action was filed, and date of the last filing for the case. Select the 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 in the case.

Case Summary

Provides a summary of current case-specific information.

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Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other scheduled deadlines.

Docket Report

Produces a full or partial docket report depending on the criteria selections, as well as hyperlinks to the Portable Document Format (PDF) files and the Notice of Electronic Filing (NEF) for the document.

History/Documents

Produces the case event history with docket text and documents associated with the case.

Other Queries

The process for selecting and processing other queries is similar to what is described above.