

Reports Feature

Registered participants should use this feature for multiple report options.

- Click **Reports**



- Docket Sheet, Criminal Cases, Civil Cases, and Docket Activity directly connect to PACER.



Report Options

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.

- Calendar Events will search directly from the ECF database.

Docket Sheet

- Click **Docket Sheet**
- Select search criteria

You may select a range for your docket report, as well as a range of document numbers. If you leave the range fields blank, ECF will default to display the entire docket report. Place a checkmark in the box to include links to Notice of Electronic Filing (NEF) if you wish to view them from the docket sheet.

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- Click **[Run Report]**

The screenshot shows a dialog box titled "Docket Sheet" with the following fields and options:

- Case number: [text input]
- Filed: Entered: [text input] to [text input]
- Documents: [text input] to [text input]
- Include terminated parties:
- Include links to notices of electronic filing:
- Include list of parties and counsel:
- Include list of member cases:
- Sort by: Oldest date first [dropdown]
- Buttons: Run Report, Clear

Docket Sheet Options

ECF will run your custom docket report. The document numbers listed on the screen are hyperlinks to PDF files of the actual documents. Place the pointer of your mouse on the button next to the document number and a copy of the NEF will be displayed.

Date Filed	#	Docket Text
06/02/2005	1	WAIVER OF INDICTMENT by Jane Doe (vfm,) (Entered: 06/02/2005)
06/02/2005	2	INFORMATON as to Jane Doe (1) count(s) 1. (vfm,) (Entered: 06/02/2005)

Document numbers & NEF

Civil Cases Report

The Civil Cases report provides the flexibility to query ECF to locate cases electronically filed within a specific date range or by Nature of Suit and Cause Code.

- Click **Civil Cases**
- Select criteria
- Click **[Run Report]**

The screenshot shows a dialog box titled "Civil Cases Report" with the following fields and options:

- Office: [dropdown] (East St. Louis, Benton)
- Case type: [dropdown] (Civil, Miscellaneous)
- Nature of suit: [dropdown] (0 (zero), 110 (Insurance), 100 (Contract))
- Case flags: [dropdown] (2255, APPEAL, EUSTAY)
- Cause: [dropdown] (*41* (), 0 (No cause code enter), 00,000,00,000,0)
- Filed: 5/11/2005 to 5/18/2005
- Terminal digit(s): [text input] (2, 4, 7)
- Open cases: Closed cases:
- Sort by: Case Number [dropdown]
- Output Format: Formatted Display Data Only
- Buttons: Run Report, Clear

Civil Cases Criteria

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Written Opinions

With the release of version 2.4, ECF users have a new feature which allows PACER users to search for written opinions.

- Click **Written Opinions**
- Select criteria
- Click **[Run Report]**

Written Opinions Report

Case Number:

Last Name: First Name: Middle Name:

Office: (East St. Louis, Benton)

Nature of Suit: (0 (zero), 110 (Insurance))

Case Type: (Civil, Criminal)

Cause: (*41* (), 0 (No cause code entered))

Case Flags: (2255, APPEAL)

Filed between: 4/18/2005 and 5/18/2005

Summary text
 Full docket text

Sort by: (Case Number)

The PACER Login screen opens. Enter your PACER login and password. The public will not be charged for viewing documents that are written opinions. PACER users can also access opinions via existing reports and queries, such as the docket report, and will not be billed for accessing the written opinion document itself, but will be billed for the report or query used to identify the document. For example, if a PACER user runs a docket report, the user will be charged for the docket report (as usual). If the user then clicks on the document number hyperlink for a written opinion document, the user will not be charged for viewing the document.

The document you requested is 6 pages. There is no charge for viewing opinions.