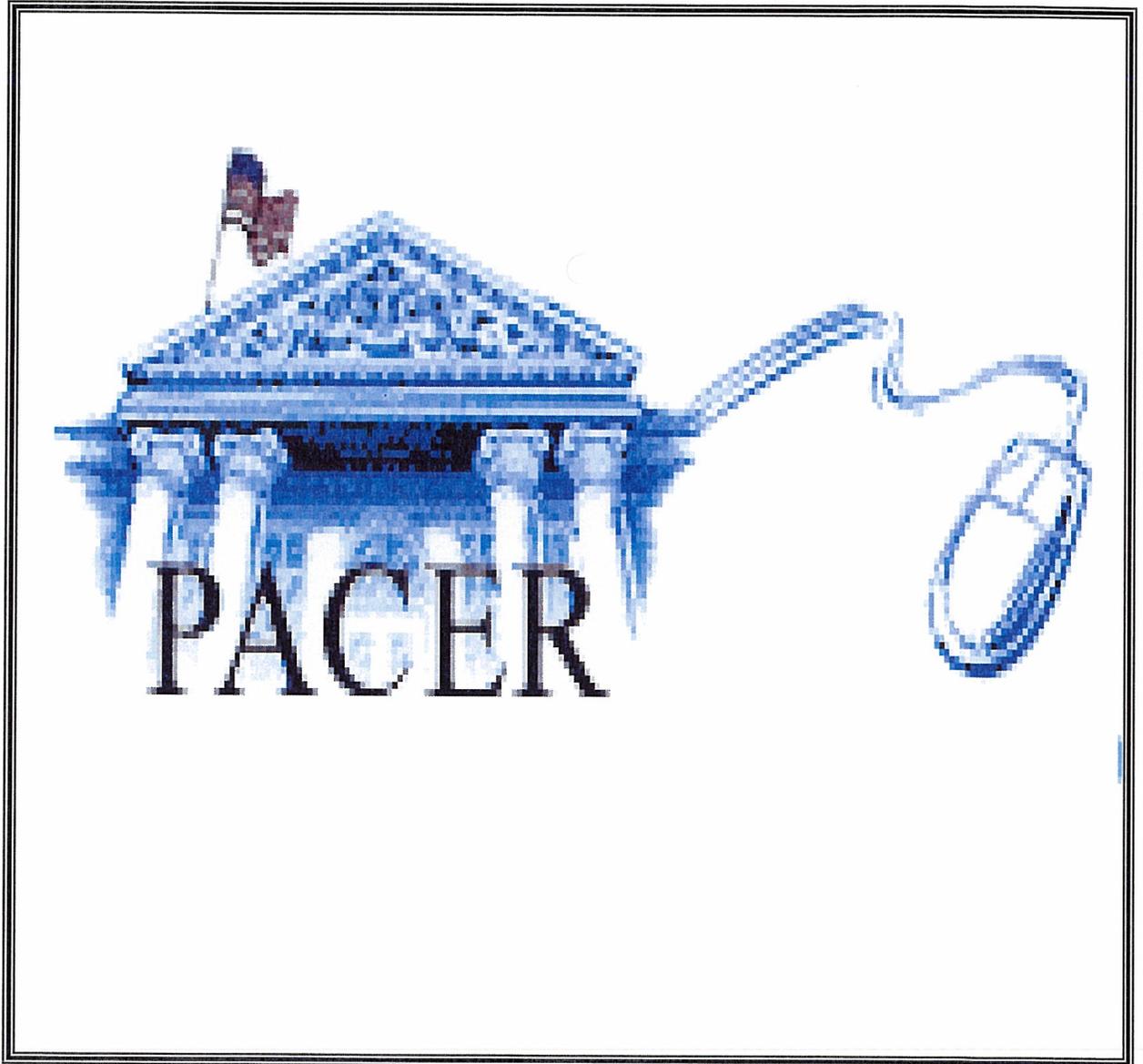


GETTING A MEDIA ACCOUNT





## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

### Online Access to Court Records for U.S. District Court for the District of Columbia

#### PACER

Online access to court records can be obtained through PACER. PACER contains docket sheets for nearly all civil and criminal cases filed in the federal court in the District of Columbia since 1970. In addition, the system provides access to civil case documents since January 2004 and most criminal case documents after March 15, 2005.

Fees apply for most documents (currently 8 cents per page with a maximum charge of \$2.40 per document.) For further information on obtaining a PACER account or questions regarding PACER fees contact::

PACER Service Center  
P.O. Box 780549  
San Antonio, TX 78278  
(800) 676-6856 or (210) 301-6440  
<http://pacer.psc.uscourts.gov>

Member of the media may receive e-mail notification of filings in individual cases. To establish an e-mail notification account, media members must submit a completed Media Account Application.

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UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA

**MEDIA APPLICATION FOR E-MAIL NOTIFICATION**

This form permits the media to apply for a read-only Media account to receive e-mail notification of filings in the United States District Court for the District of Columbia's Electronic Filing System. The Court reserves the right to grant, deny or withdraw access to the system at any time. Individuals whose requests are approved will be provided with an ID and password that permit the user to sign up to receive electronic notices of Court orders and attorney filings in selected cases.

The following information is required for registration:

First Name/Middle Initial/Last Name: \_\_\_\_\_

Last four digits of Social Security Number: \_\_\_\_\_

Media Organization: \_\_\_\_\_

Business Address \_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

FAX Phone Number: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

By submitting this registration form, the undersigned agrees:

1. To follow any orders (as directed by the presiding judge in any court proceedings) and *the Guidelines for an E-Mail Notification Account*. Failure to comply with this directive may result in sanctions for a media representative and/or the organization he or she represents.
2. Upon receipt of the login and password, media participants are strongly encouraged to change their password, which may be done through the Utilities function, to a password easily recalled. Renewed password requests will not be accepted by phone and may not be obtained for a two to three weeks after appearing in person to obtain a new password. Under no circumstances, should the Administrative Assistant to the Chief Judge, nor a member of the staff, be contacted for lost passwords.

3. The documentation on the Court's website has been read and the Clerk's Office shall not be contacted for instructions on the use of PACER.

Please return this form by mail to: Joe Burgess, ECF Coordinator  
U.S. District Court for the District of Columbia  
333 Constitution Avenue NW, Room 1825  
Washington, DC 20001

Or FAX/Email to: Attention: Joe Burgess re: Media Account  
U.S. District Court for the District of Columbia  
Fax (202) 354-3067 or E-mail:  
Joe\_Burgess@dcd.uscourts.gov

Applicant's Signature: \_\_\_\_\_

\_\_\_\_\_  
Full Last Name

\_\_\_\_\_  
Initial of  
First Name

\_\_\_\_\_  
Last 4 Digits SS#



## TIPS FOR MEDIA ACCOUNT USERS

-  E-Mail Notification of Filings
-  Docket Activity Reports
-  Free Written Opinions
-  Case Lists
-  Court Schedules



## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

### Setting Up E-Mail Notification

Users can receive email notification of all electronic filings in cases in which they are interested by setting the automatic e-mail notification in their user account. This is done by the following method:

- Access the “live” system.
- Click on **Utilities** on the blue tool bar in ECF.
- Click on **E-Mail Information**.
- Your **Primary e-mail address Box will already be populated**. You may include more than one e-mail address (i.e. work; home, etc.).
- To add additional E-Mail Addresses, fill in the field, **Secondary E-Mail Addresses**. Once you get a valid address in the field, additional information will appear. **See Figure Number 1**.
- You can select the type of Delivery Method you would like to receive. Those categories are **Send A Daily Summary Report or Send a Notice for Each Filing**. A Daily Summary is sent to you at the end of the day (after midnight) and a Notice for Each Filing gives notice the exact time something is filed. The summary has no fee; however, accessing the documents from the summary will incur PACER costs.
- To add specific cases, at the Additional Case Category, **change Hide Options to Additional Cases**. **See Figure Number 2**.

---

- Once you click on Additional Cases, another Box that is called **Additional Cases to Receive Notices of Electronic Filing (NEFs)**. To add cases, you should **change** the word “**Show**” to the word “**Add**.” Once this is done you will be given the opportunity to enter a case number.

## Entering a Case Number

To enter a civil, criminal, magistrate or miscellaneous case number, follow the guide below:

**Criminal case number:** 1:04-cr-00010 may be entered as **4cr10**  
**Civil case number:** 1:04-cv-00010 may be entered as **4cv10**  
**Miscellaneous case number:** 1:04-mc-00234 may be entered as **4mc10**  
**Magistrate case number:** 1:04-mj-00234 may be entered as **4mj10**

**OR**

Simply enter the case number as 04-10 and select a case by checking the appropriate box as shown below: NOTE: A miscellaneous case is entered under civil menu.

*There is more than one case that matches the number entered; select the appropriate case below.*

1:04-cr-00010-PLF - USA v. ASKEW  
 1:04-cv-00010-JDB - COLORADO RIVER INDIAN TRIBES v. NATIONAL INDIAN GAMING COMMISSION et al  
 1:04-mc-00010-ESH - SEBASTIAN v. WENZEL et al  
 1:04-mj-00010-DAR - USA v. BETZ

- Once you have added the case number, click on **Add to List**. At this point, you may add many cases to receive notification; however, you must click on “Add to List” to register each case in your account.
- After you enter all your information, click on **Submit** and you will see all those cases in a receipt that acknowledges the changes.

Figure 1

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Email Information for jeb". The main content area contains a table with the following columns: Primary E-mail Address, Format, Delivery Method, Active My Cases, In All, and Additional Options. The first row of the table contains the email address "joe\_burgess@dcd.uscourts.gov", the format "HTML", the delivery method "Individual NEF", a checked checkbox for "Active My Cases", the text "Yes" for "In All", and a dropdown menu for "Additional Options" currently showing "Hide Options". Below the table, there is a section for "Secondary E-mail Addresses" which is currently empty. A blue arrow points from the "Secondary E-mail Addresses" section back to the "Primary E-mail Address" section. At the bottom of the form, there are three buttons: "Add Additional E-mail Address", "Submit", and "Clear".

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
joe_burgess@dcd.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	Yes	Hide Options

Secondary E-mail Addresses

Add Additional E-mail Address   Submit   Clear

Figure 2

This screenshot is identical to Figure 1, showing the "Email Information for jeb" page. However, a blue arrow points from the top of the page down to the "Delivery Method" column header of the table.

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
joe_burgess@dcd.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	Yes	Hide Options

Add Additional E-mail Address   Submit   Clear

Figure 3

The screenshot shows the ECF (Electronic Case Filing) web interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Email Information for jeb".

Primary E-mail Address	Format	Delivery Method	In All Active My Cases	Additional Options
joe_burgess@dcd.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	Yes

Below the table, there are three buttons: "Add Additional E-mail Address", "Submit", and "Clear". A blue callout box with a pointer to the "Additional Options" dropdown menu contains the text "Change to Additional Cases".


Civil • Criminal • Query

Email Information for job

Primary E-mail Address	Format	Delivery Method	In All Active My Cases	Additional Options
joe_burgess@dcd.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/> Yes	Additional Cases

---

Add Additional Cases to Receive NEFs

- 1:94-cv-01326 MOORE, et al v. BLUE CROSS AND BLUE, et al
- 1:94-cv-02814 FOGG v. GONZALES, et al
- 1:95-cv-00487 CALHOUN v. DC, et al
- 1:95-cv-00738 HEMMINGS v. FREEH

Enter case number  and click Add to List

---

Add Additional E-mail Address Submit Clear

Select "Add" from drop down list.

Enter case, click on "Add to List" and "Submit." If you wish to add additional cases, continue adding case numbers and click on "Add to List" each time until completion. Then select "Submit."



## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

### Use of Docket Activity Report

The Docket Activity Report can be used to provide members of the media with a Virtual Press Box of documents filed with the court for any day, or during any date range, with convenient links to the documents themselves. A search of documents may be narrowed to documents filed in a specific case. (**NOTE : applicable PACER fees apply.**)

For example, to obtain a list of documents filed from May 28<sup>th</sup> to May 31<sup>st</sup>, 2007, the user would follow these steps:

- 1) Log into the Court's CM/ECF system using their CM/ECF or PACER account.
- 2) Click on **Reports**.
- 3) Click on **Docket Activity**.
- 4) The user will be required to enter a PACER password in order to see the report.
- 5) The Docket Activity Report screen provides a variety of selection criteria (Case number, Office, Case Type, Event Category, Case Flags, etc.) A screen shot is shown herein. The default values should remain the same. The user should only change the items necessary to narrow the focus of the cases he or she wishes to see. In this example, only the date range needs to be altered.
  - a) To obtain the cases filed on May 28<sup>th</sup> through May 31, change the date to read:  
"Filed between 5/28/07 and 5/31/07."
- 6) Click **Run Report**.
- 7) The system provides the user with a list of documents entered into the system on those dates.
- 8) If the user were looking to find orders, he or she would choose in the event category - Order.

NOTE: In the event category, the search can be narrowed for a single case by selecting one, or more categories. To capture all events on a given day, the user should let the report default. The following are categories that can provide certain information for a single case or all cases.

- answer All civil Answers
- appeal All civil Appeals
- appeal-cr All criminal Appeals
- charge All indictments, complaints, informations, etc.

- cmp all civil complaints
- detention-cr all criminal detention documents
- discov a ll civil discovery
- discovery-cr all criminal discovery
- minutes all in court civil hearings
- minutes-cr all in court criminal hearings
- misc miscellaneous civil filings
- misc-cr miscellaneous criminal filings
- miscs miscellaneous case filings
- mot2255 motion to vacate, set aside in criminal cases
- motion all civil and criminal motion filings
- notice all notices in civil cases
- notice-cr all notices in criminal cases
- order all civil orders
- order-cr all criminal orders
- plea-cr all criminal pleas
- respm all oppositions, replies, surreplies, etc.
- respm-cr all criminal oppositions, responses, etc.
- resp-oth all other responses
- service all civil summons
- service-cr all criminal service documents
- transfer all civil transfer cases
- transfer-cr all criminal transfer cases
- trial all civil trials
- trial-cr all criminal trials

The time it takes to run the report is dependent upon the selection criteria and the number of users on the system. It is recommended that users experiment with whichever criteria meets their needs.

You may strengthen your search by searching by case Flags also. The following are Case Flag Types or Categories.

TYPE A-Antitrust

TYPE B-Personal Injury/Malpractice

TYPE C-Administrative Agency Review

TYPE D-Temporary Restraining Order/Preliminary Injunction

TYPE E-General Civil

TYPE F-Pro Se General

TYPE G-Habeas Corpus/2255

TYPE H-Employment Discrimination

TYPE I-FOIA/Privacy Act

TYPE J-Student Loan

TYPE K-Labor/ERISA

TYPE L-Other Civil rights (Non-Employment)

TYPE M-Contract

TYPE N-Three-Judge Court

TYPE O-Miscellaneous Cases

Category A-Criminal Information

Category B-Criminal Indictment



**Warning: This report is not subject to the 30 page billing cap.**

You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

**Docket Activity Report PUBLIC ACCESS**

Case number

Open cases  
 Closed cases

Office

Case type

Event category

Case flags

Filed between  and

Summary text  
 Full docket text

Sort by

For cost effectiveness, choose summary text.



## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

### Obtaining Written Opinions

You can easily obtain a listing of written opinions issued by the Court after April 16, 2005, as well as copies of the documents themselves, for free. Simply follow these instructions.

1. Log into the Court's CM/ECF system using either your CM/ECF Media Account or PACER Account.
2. Click on **Reports**.
3. If you have logged in using your CM/ECF Media Account, you may be asked for your PACER information here. Enter it.
4. Click on **Written Opinions** under Civil and Criminal Reports.
5. The Written Opinions Report screen will provide you with a variety of selection criteria to help you refine your search including: Case Number, Office, Nature of Suit, Case Type, Cause, Case Flags, etc.) as shown in the screen shot shown on the next page. Keep the default values for most of the times as they are. Change only those values which meet your specific search.

If you were looking for a written opinion in FOIA Cases for a period of time filed during the month of May, you would enter in the field as such.

**In the file between field, enter the following data:**

5/1/07 to 5/31/07

**In the cause field, enter the following data:**

05:0552fi (05:552 Freedom of In...)

6. Click **Run Report**. The system then provides you with a list of Written Opinions for that selection criteria.

**NOTES:** Written Opinions are defined by the Judicial Conference as "any document issued by a judge of a Court sitting in that capacity that sets forth a reasoned explanation for a Court's decision. The responsibility for determining which documents meet this definition rests with the authoring judge."

The Nature of Suit codes are taken from the Civil Cover Sheet. You can select more than one Nature of suit by holding down the control (ctrl) key when you click on your selections. Codes for the Nature of Suits are attached herein.

The Filed “to dates” can be set for any range, but the system may only identify Written Opinions issued April 16, 2005 and later.

While access to Written Opinions is free, PACER fees still apply for other documents.

### Written Opinions Report

Case Number

Last Name  First Name  Middle Name

Office

Nature of Suit

Case Type

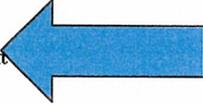
Cause

Case Flags

Filed between  and

Sort by

Summary text  
 Full docket text



**IV. CASE ASSIGNMENT AND NATURE OF SUIT.**

<p><input type="checkbox"/> <b>A. Antitrust</b></p> <p><input type="checkbox"/> 410 Antitrust</p>	<p><input type="checkbox"/> <b>B. Personal Injury/Malpractice</b></p> <p><input type="checkbox"/> 310 Airplane</p> <p><input type="checkbox"/> 315 Airplane Product Liability</p> <p><input type="checkbox"/> 320 Assault, Libel &amp; Slander</p> <p><input type="checkbox"/> 330 Federal Employers Liability</p> <p><input type="checkbox"/> 340 Marine</p> <p><input type="checkbox"/> 345 Marine Product Liability</p> <p><input type="checkbox"/> 350 Motor Vehicle</p> <p><input type="checkbox"/> 355 Motor Vehicle Product Liability</p> <p><input type="checkbox"/> 360 Other Personal Injury</p> <p><input type="checkbox"/> 362 Medical Malpractice</p> <p><input type="checkbox"/> 365 Product Liability</p> <p><input type="checkbox"/> 368 Asbestos Product Liability</p>	<p><input type="checkbox"/> <b>C. Administrative Agency Review</b></p> <p><input type="checkbox"/> 151 Medicare Act</p> <p>Social Security:</p> <p><input type="checkbox"/> 861 HIA ((1395ff)</p> <p><input type="checkbox"/> 862 Black Lung (923)</p> <p><input type="checkbox"/> 863 DIWC/DIWW (405(g)</p> <p><input type="checkbox"/> 864 SSID Title XVI</p> <p><input type="checkbox"/> 865 RSI (405(g)</p> <p>Other Statutes</p> <p><input type="checkbox"/> 891 Agricultural Acts</p> <p><input type="checkbox"/> 892 Economic Stabilization Act</p> <p><input type="checkbox"/> 893 Environmental Matters</p> <p><input type="checkbox"/> 894 Energy Allocation Act</p> <p><input type="checkbox"/> 890 Other Statutory Actions (If Administrative Agency is Involved)</p>	<p><input type="checkbox"/> <b>D. Temporary Restraining Order/Preliminary Injunction</b></p> <p>Any nature of suit from any category may be selected for this category of case assignment.</p> <p>*(If Antitrust, then A governs)*</p>
<p><input type="checkbox"/> <b>E. General Civil (Other) OR F. Pro Se General Civil</b></p>			
<p><u>Real Property</u></p> <p><input type="checkbox"/> 210 Land Condemnation</p> <p><input type="checkbox"/> 220 Foreclosure</p> <p><input type="checkbox"/> 230 Rent, Lease &amp; Ejectment</p> <p><input type="checkbox"/> 240 Torts to Land</p> <p><input type="checkbox"/> 245 Tort Product Liability</p> <p><input type="checkbox"/> 290 All Other Real Property</p> <p><u>Personal Property</u></p> <p><input type="checkbox"/> 370 Other Fraud</p> <p><input type="checkbox"/> 371 Truth in Lending</p> <p><input type="checkbox"/> 380 Other Personal Property Damage</p> <p><input type="checkbox"/> 385 Property Damage Product Liability</p>	<p><u>Bankruptcy</u></p> <p><input type="checkbox"/> 422 Appeal 28 USC 158</p> <p><input type="checkbox"/> 423 Withdrawal 28 USC 157</p> <p><u>Prisoner Petitions</u></p> <p><input type="checkbox"/> 535 Death Penalty</p> <p><input type="checkbox"/> 540 Mandamus &amp; Other</p> <p><input type="checkbox"/> 550 Civil Rights</p> <p><input type="checkbox"/> 555 Prison Condition</p> <p><u>Property Rights</u></p> <p><input type="checkbox"/> 820 Copyrights</p> <p><input type="checkbox"/> 830 Patent</p> <p><input type="checkbox"/> 840 Trademark</p> <p><u>Federal Tax Suits</u></p> <p><input type="checkbox"/> 870 Taxes (US plaintiff or defendant</p> <p><input type="checkbox"/> 871 IRS-Third Party 26 USC 7609</p>	<p><u>Forfeiture/Penalty</u></p> <p><input type="checkbox"/> 610 Agriculture</p> <p><input type="checkbox"/> 620 Other Food &amp; Drug Property 21 USC 881</p> <p><input type="checkbox"/> 625 Drug Related Seizure of</p> <p><input type="checkbox"/> 630 Liquor Laws</p> <p><input type="checkbox"/> 640 RR &amp; Truck</p> <p><input type="checkbox"/> 650 Airline Regs</p> <p><input type="checkbox"/> 660 Occupational Safety/Health</p> <p><input type="checkbox"/> 690 Other</p> <p><u>Other Statutes</u></p> <p><input type="checkbox"/> 400 State Reapportionment</p> <p><input type="checkbox"/> 430 Banks &amp; Banking</p> <p><input type="checkbox"/> 450 Commerce/ICC Rates/etc.</p> <p><input type="checkbox"/> 460 Deportation</p>	<p><input type="checkbox"/> 470 Racketeer Influenced &amp; Corrupt Organizations</p> <p><input type="checkbox"/> 480 Consumer Credit</p> <p><input type="checkbox"/> 490 Cable/Satellite TV</p> <p><input type="checkbox"/> 810 Selective Service</p> <p><input type="checkbox"/> 850 Securities/Commodities/Exchange</p> <p><input type="checkbox"/> 875 Customer Challenge 12 USC 3410</p> <p><input type="checkbox"/> 900 Appeal of fee determination under equal access to Justice</p> <p><input type="checkbox"/> 950 Constitutionality of State Statutes</p> <p><input type="checkbox"/> 890 Other Statutory Actions (if not administrative agency review or Privacy Act</p>

<p><input type="checkbox"/> <b>G. Habeas Corpus/ 2255</b></p> <p><input type="checkbox"/> 530 Habeas Corpus-General</p> <p><input type="checkbox"/> 510 Motion/Vacate Sentence</p>	<p><input type="checkbox"/> <b>H. Employment Discrimination</b> (criteria: race, gender/sex, national origin, discrimination, disability age, religion, retaliation)</p> <p><input type="checkbox"/> 442 Civil Rights-Employment</p> <p>*(If pro se, select this deck)*</p>	<p><input type="checkbox"/> <b>I. FOIA/PRIVACY ACT</b></p> <p><input type="checkbox"/> 895 Freedom of Information Act</p> <p><input type="checkbox"/> 890 Other Statutory Actions (if Privacy Act)</p> <p>*(If pro se, select this deck)*</p>	<p><input type="checkbox"/> <b>J. Student Loan</b></p> <p><input type="checkbox"/> 152 Recovery of Defaulted Student Loans (excluding veterans)</p>
<p><input type="checkbox"/> <b>K. Labor/ERISA (non-employment)</b></p> <p><input type="checkbox"/> 710 Fair Labor Standards Act</p> <p><input type="checkbox"/> 720 Labor/Mgmt. Relations</p> <p><input type="checkbox"/> 730 Labor/Mgmt. Reporting &amp; Disclosure Act</p> <p><input type="checkbox"/> 740 Labor Railway Act</p> <p><input type="checkbox"/> 790 Other Labor Litigation</p> <p><input type="checkbox"/> 791 Empl. Ret. Inc. Security Act</p>	<p><input type="checkbox"/> <b>L. Other Civil Rights (non-employment)</b></p> <p><input type="checkbox"/> 441 Voting (if not Voting Rights Act)</p> <p><input type="checkbox"/> 443 Housing/Accommodations</p> <p><input type="checkbox"/> 444 Welfare</p> <p><input type="checkbox"/> 440 Other Civil Rights</p> <p><input type="checkbox"/> 445 American w/Disabilities-Employment</p> <p><input type="checkbox"/> 446 Americans w/Disabilities-Other</p>	<p><input type="checkbox"/> <b>M. Contract</b></p> <p><input type="checkbox"/> 110 Insurance</p> <p><input type="checkbox"/> 120 Marine</p> <p><input type="checkbox"/> 130 Miller Act</p> <p><input type="checkbox"/> 140 Negotiable Instrument</p> <p><input type="checkbox"/> 150 Recovery of Overpayment &amp; Enforcement of Judgment</p> <p><input type="checkbox"/> 153 Recovery of Overpayment of Veteran's Benefits</p> <p><input type="checkbox"/> 160 Stockholder's Suits</p> <p><input type="checkbox"/> 190 Other Contracts</p> <p><input type="checkbox"/> 195 Contract Product Liability</p> <p><input type="checkbox"/> 196 Franchise</p>	<p><input type="checkbox"/> <b>N. Three-Judge Court</b></p> <p><input type="checkbox"/> 441 Civil Rights-Voting (if Voting Rights Act)</p>



## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

### Cases by Category Report

You can obtain a list of civil and criminal cases filed in this Court by category in civil cases, and by time frame in criminal cases. Simply follow these instructions.

#### CIVIL CASE REPORT

To find whether there have been any FOIA Cases filed during the month of May 2007, simply:

1. Log into the Court's CM/ECF system using your CM/ECF Media Account or PACER Account.
2. Click on **Reports**.
3. If you have logged into the system using your CM/ECF Media Account, you will be asked to provide your PACER information here. Enter it.
4. Click on **Civil Cases** under Civil Reports.
5. The Civil Cases Report screen will provide you with a variety of selection criteria. (Office, Case type, Nature of Suit, Case Flags, Cause, etc.) A screen shot is provided herein. Keep the default values for most of the items as they are. Change the following to meet your needs:
  - Select the desired Nature of suit. In the example, scroll down the Nature of Suit Drop Box and highlight 895 (Freedom of Information)
  - Make sure the Open or Closed check boxes are checked for your particular search.
  - Select an appropriate filing range. In this instance for May, you will enter a "Filed Date" of 5/1/07 and as "to date of 5/31/07."
  - Click Run Report. You will then obtain a listing of pending Freedom of Information Cases.

#### CRIMINAL CASE REPORT

1. Log into the Court's CM/ECF system using your CM/ECF Media Account or PACER Account.
2. Click on **Reports**.
3. If you have logged into the system using your CM/ECF Media Account, you may be asked to provide your PACER information here. Enter it.
4. Click on **Criminal Cases** under Criminal Reports.

5. The Criminal Case Report can only be searched by filing range, criminal or magistrate cases.

**NOTES:**

**Civil-** The Nature of Suit codes are taken from the Civil Cover Sheet. You may select more than one Nature of Suit by holding down the control (ctrl) key when you click on your selections.

The Filed “to dates” can be set for any range. The system has most cases going back to the early 1990's.

The system permits you to select Open Cases and/or Closed Cases by checking the appropriate check box.

The amount of time it takes to run the report is dependent upon a number of factors including your selection criteria and the number of users using the system.

**Criminal-** Although there are other field selections, the best way to narrow the search is by Date Range and Criminal or Magistrate case.

**PACER fees apply with this report.**

### Civil Cases Report

**Warning: This report is not subject to the 30 page billing cap.**  
 You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Washington, DC

Case type: Civil  
Miscellaneous

Nature of suit: 0 (zero)  
110 (Insurance)

Cause: 0 (No cause code entered)  
01D2439 (01DCC2439 WMATA (cou...))

Case flags: 2255  
3JUD-PANEL

Terminal digit(s): 2,4,7

Open cases  
 Closed cases

Filed: 5/23/2007 to 5/30/2007

Sort by: Case Number

Output Format:  Formatted Display  
 Data Only

Run Report Clear

Under the civil case report, the user can search “civil and miscellaneous civil cases,” “Nature of Suit”, “Open or Closed Cases”, and “Cause of Action.”

## Criminal Cases Report

**Warning: This report is not subject to the 30 page billing cap.**

You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office   Case types   
 Case flags

Filed  to

Terminal digit(s)   Pending defendants  
 Terminated defendants  
 Fugitive defendants  
 Non-Fugitive defendants

Sort by

Output Format  Formatted Display  
 Data Only

**Criminal and Magistrate Cases may be obtained from the Criminal Case Reports.**

## Criminal Cases Report

**U.S. District Court -- District of Columbia**  
**Filed Report Period: 5/24/2007 - 5/24/2007**

Case Number/ Title	Case Dates	Days Pending	Notes
<a href="#">1:07-cr-00135-JDB</a> USA v. PETERSON	Case filed: 05/24/2007		Office: Washington, DC
<a href="#">1 - THOMAS E. PETERSON, JR.</a>	Added: 05/24/2007	6	Presider: John D. Bates
<a href="#">1:07-cr-00136-HHK</a> USA v. KHATIB	Case filed: 05/24/2007		Office: Washington, DC
<a href="#">1 - ABRAHAM KHATIB</a>	Added: 05/24/2007	6	Presider: Henry H. Kennedy

Total Number of Cases Reported: 2

### Selection Criteria for Report

Office	All
Case Type	cr
Filed Date	5/24/2007 - 5/24/2007
Case Flags	All
Terminal Digits	All
Pending Defendants	Yes
Terminated Defendants	No
Fugitive Defendants	No
Non-Fugitive Defendants	Yes
Sort by	case number

<b>PACER Service Center</b>			
Transaction Receipt			
05/30/2007 13:37:17			
PACER Login:	us3871	Client Code:	
Description:	Criminal Cases Report	Search Criteria:	Filed From: 5/24/2007 Filed To: 5/24/2007
Billable Pages:	1	Cost:	0.08

Costs show at the bottom of the report.



## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

### Court Schedules

Court schedules can be obtained from the internet at the following address, <http://www.dcd.uscourts.gov/court-schedules.html> on the Court's internet site **or** by logging into the CM/ECF system using the ECF Media Account.

If you are using the CM/ECF website, follow these steps:

1. Log into the **CM/ECF System** with your CM/ECF Media Account.
2. Click on **Reports**.
3. Click on **Calendar Events**.
4. If you want to know what is happening on a given day, you enter information in the **Set Field**. For instance, if you were interested in a particular date, you would enter in the Set Field 5/14/07 to 5/14/07. This report does not incur PACER fees if you do not click on the case number. However, if you wanted to know all the hearings in a given case, you could customize the report with the case number and enter in the Set Field the file date of the case until the conclusion of the particular year. Let the report default to "All Hearings" so that it will capture every hearing except Sealed Matters.

## Calendar Events Report

Case number



Office Washington, DC (1)

Nature of suit  
0 (zero)  
110 (Insurance)

Calendar events  
All Hearings  
Allocation Hearing  
Arbitration Hearing

Set 5/14/2007 to Calendar



Both  AM  PM

Time  AM  PM

Sort by Time

Run Report Clear