

QUERY MENU

Introduction

Registered participants should use the query feature to search the ECF system for specific case information. To enter the query mode, click **Query** on the **blue** menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print most documents. You will be charged a fee of \$.10 per page to access documents, docket sheets, etc., from ECF.

Selecting a Case or Party to Query

After you enter your PACER login and password, ECF opens a **Query** data entry screen as shown in Figure 1. Queries can be run by entering a case number or any combination of the following: Case Status, Filed Date, Last Entry Date, Nature of Suit, Cause of Action, Last/Business Name, First Name, Middle Name, Type, Prisoner ID.

If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click **[Run Query]**. ECF opens the **Query** screen shown in Figure 3.

Figure 1

 A screenshot of the 'Query' web interface. The title 'Query' is at the top left. Below it is a section titled 'Search Clues' with a yellow background. It contains several input fields: 'Case Number' (text box), 'Case Status' (radio buttons for Open, Closed, All), 'Filed Date' (text boxes for start and end dates), 'Last Entry Date' (text boxes for start and end dates), 'Nature of Suit' (dropdown menu with options: 0 (zero), 110 (Insurance), 120 (Contract: Marine)), 'Cause of Action' (dropdown menu with options: 0 (No cause code entered), 01D2439 (01DCC2439 WMATA (court jurisdiction)), 02:0138 (2:138 Library of Congress Access)), 'Last/Business Name' (text box with examples: Desoto, Des*t), 'First Name' and 'Middle Name' (text boxes), 'Type' (dropdown menu), and 'Prisoner ID' (text box). At the bottom are two buttons: 'Run Query' and 'Clear'.

Also, you may query the ECF database by the name of a party or an attorney in the case. Enter the name of the party in the **Last/Business Name** field in Figure 11. If more than one party with that name is in the database, ECF returns a screen from which to select the correct name (Figure 2).

When you click on the name of the party (Figure 2), ECF will open the **Query** screen shown in Figure 3. If the individual is a party to more than one case, ECF will show a listing of all the party's cases. Click the case number hyperlink and ECF opens the **Query** screen shown in Figure 3.

Figure 2

After querying the database by case number or by name, ECF opens the **Query** window for the specific case you selected (Figure 3). (**Note:** Appropriate PACER charges apply).

Figure 3

At the top of the query window, ECF displays the case number, case caption, presiding judge, date that the initial claim was filed, and date of the last filing for the case. You may choose specific case

information from a large list of query options by clicking on the appropriate link. The following paragraphs describe some of the available case-specific query options.

Attorney

Selecting **Attorney** displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties in the case.

Case Summary

Selecting **Case Summary** provides a summary of current case-specific information as represented in Figure 4.

Figure 4

1:01-cv-01465-JDB HARRELL v. DISTRICT OF COLUMBIA		
John D. Bates, presiding		
Date filed: 07/02/2001		
Date terminated: 06/21/2002		
Date of last filing: 06/18/2002		
Case Summary		
Office: Washington, DC	Filed: 07/02/2001	
Jury Demand: Both	Demand:	
Nature of Suit: 442	Cause: 28:1983 Civil Rights	
Jurisdiction: Federal Question	Disposition: Dismissed - Other	
County: 11001	Terminated: 06/21/2002	
Origin: 1	Reopened:	
Lead Case:	None	
Related Case:	None	Other Court Case: None
Def Custody Status:		
Flags: CLOSED, JURY, TYPE-H		
Plaintiff: WAYNE HARRELL	represented by Daniel Mark Krainin	Phone: (212) 702-5417 Fax: (212) 702-5450 Email: dkrainin_bdlaw.com@example.com
Plaintiff: WAYNE HARRELL	represented by Ruth Ann Lowery	Phone: (301) 713-9671 Fax: (301)713-0658 Email: RuthAnn.Lowery_noaa.gov@example.com
Plaintiff: WAYNE HARRELL	represented by Fred Roy Wagner	Phone: (202) 789-6041 Fax: (202) 789-6190 Email: fwagner_bdlaw.com@example.com
Defendant: DISTRICT OF COLUMBIA	represented by David A. Jackson	Phone: (202) 724-6618 Fax: (202) 724-3526 Email: davida.jackson_dc.gov@example.com

Deadlines/Hearings

Selecting **Deadlines/Hearings** produces a screen (Figure 5) that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen shown in Figure 6.

Figure 5

ECF Civil Criminal
Deadlines/Hearings
Sort by Due/Set
Due/Set
Document Number
Deadline/Hearing
Filed
Satisfied
Terminated
Party
 Pending Party
 Terminated/satisfied deadlines/hearings
Run Query Clear

Figure 6

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 Date of last filing: 08/20/2001

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	<input type="radio"/> Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	<input type="radio"/> Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	<input type="radio"/> Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	<input type="radio"/> Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
1	<input type="radio"/> Answer due from DC	07/02/2001	07/23/2001	08/06/2001	

After the **Deadlines/Hearings** window opens, clicking on a document number will display the actual Scheduling Order setting the conference or hearing. If you click on the round button to the left of the Deadline/Hearing title, ECF will display the docket information and related docket entries for the hearing that you selected.

Docket Report

Selecting **Docket Report** opens the **Docket Sheet** screen as shown in Figure 7.

Figure 7

The screenshot shows the ECF Docket Sheet 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, there are links for Search and Logout. The main content area is titled "Docket Sheet" and contains the following elements:

- Case number:** A text input field containing "1:09-cv-04545".
- Filters:** Radio buttons for "Filed" (selected) and "Entered". Below these are two empty text input fields for a date range, followed by the word "to" and another empty text input field.
- Documents:** A text input field followed by the word "to" and another empty text input field.
- Include:** A list of checkboxes:
 - Parties and counsel
 - Terminated parties
 - List of member cases
 - Links to Notices of Electronic Filing
- Document options:** A list of checkboxes:
 - Include headers when displaying PDF documents
 - View multiple documents
- Format:** Radio buttons for "HTML (unpaginated)" (selected) and "PDF (paginated)".
- Sort by:** A dropdown menu currently set to "Oldest date first".
- Buttons:** "Run Report", "Clear", and a checkbox "Make these options my default".

You may select a date range for your docketing report as well as a range of docketing 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** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click **[Run Report]**. ECF will run your custom docket report and display it as shown in Figure 8.

Figure 8

**U.S. District Court
District of Columbia (Washington, DC)
CIVIL DOCKET FOR CASE #: 1:01-cv-01528-EGS**

THOMPSON v. THE CAPITOL POLICE BOARD
Assigned to: Judge Emmet G. Sullivan
Cause: 42:1983 Civil Rights (Employment Discrimination)

Date Filed: 07/12/2001
Date Terminated: 02/28/2002
Jury Demand: Plaintiff
Nature of Suit: 442 Civil Rights: Jobs
Jurisdiction: U.S. Government Defendant

Plaintiff
KENNIETH F. THOMPSON

represented by **Lolita James Martin**
METROPOLITAIN WASHINGTON COUNSEL
888 16th Street, NW
Suite 250
Washington, DC 20006
(202) 974-8149
Fax: (202) 974-8152
Email: lolitajmartin_yahoo.com@example.com
LEAD ATTORNEY
ATTORNEY TO BE NOTICED

V.

Defendant
CAPITOL POLICE BOARD

Date Filed	#	Docket Text
07/12/2001	1	COMPLAINT against THE CAPITOL POLICE BOARD (Filing fee \$150). Filed by KENNIETH F. THOMPSON. (mjk,) (Entered: 07/25/2001)
07/12/2001	2	SUMMONS Not Issued as to THE CAPITOL POLICE BOARD (mjk,) (Entered: 07/25/2001)
08/02/2001	3	PRELIMINARY ELECTRONIC CASE FILING ORDER . Signed by Judge Emmet G. Sullivan on August 2, 2001. (adc,) (Entered: 08/02/2001)
08/02/2001	4	PRELIMINARY ELECTRONIC CASE FILING ORDER . Signed by Judge Emmet G. Sullivan on August 2, 2001. (GK,) Modified on 8/2/2001 (GK,)(Order entered twice- parties can disregard this order). (Entered: 08/02/2001)
12/18/2001	5	ORDER to show cause why this case should not be dismissed for failure to prosecute. Signed by Judge Emmet G. Sullivan on 12/18/01. (lcegs2,) (Entered: 12/18/2001)
02/28/2002	6	ORDER dismissing case without prejudice for failure to prosecute. Signed by Judge Emmet G. Sullivan on 2/28/2002. (lcegs2,) (Entered: 02/28/2002)

The document numbers in the middle column of Figure 8 are hyperlinks to official documents in PDF format. The round button next to the document number displays the **NEF** for the document.

History/Documents

Selecting **History/Documents** queries the database for case event history and documents associated with the case. ECF will open the screen shown in Figure 9. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option of displaying the docket text in the report.

Figure 9

The screenshot shows the ECF (Electronic Case Filing) interface for the 'History/Documents' section. At the top, there are tabs for 'Civil' and 'Criminal'. Below the title, there are two radio button options: 'All events (history)' (selected) and 'Only events with documents'. There is a checked checkbox for 'Display docket text'. A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom, there are 'Run Query' and 'Clear' buttons.

After making your selections, click **[Run Query]**. ECF queries the database and builds your report. Figure 10 shows a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in chronological order. If a checkmark is added to the “Display docket text” box, the report also displays the full docket text for each event.

Figure 10

1:01-cv-01465-JDB HARRELL v. DISTRICT OF COLUMBIA John D. Bates, presiding Date filed: 07/02/2001 Date terminated: 06/21/2002 Date of last filing: 06/18/2002		
History		
Doc. No.	Dates	Description
	Filed: 07/02/2001 Entered: 08/06/2001	Summons Issued <i>Docket Text:</i> SUMMONS (2) Issued as to DISTRICT OF COLUMBIA (jeb,)
<u>1</u>	Filed: 07/02/2001 Entered: 08/06/2001	Complaint <i>Docket Text:</i> COMPLAINT against DISTRICT OF COLUMBIA (Filing fee \$150). Filed by WAYNE HARRELL. (Attachments: # (1) Exhibit attachment)(jeb,)
<u>2</u>	Filed: 07/11/2001 Entered: 08/06/2001	Order <i>Docket Text:</i> ORDER establishing procedures for electronic filing. Signed by Judge James Robertson on July 11, 2001. (MT,) (jeb,)
<u>3</u>	Filed: 07/16/2001 Entered: 08/06/2001	Summons Returned Executed <i>Docket Text:</i> RETURN OF SERVICE/AFFIDAVIT of Summons and Complaint Executed. DISTRICT OF COLUMBIA served on 7/2/2001, answer due 7/23/2001 (jeb,)
<u>4</u>	Filed: 07/16/2001 Entered: 08/06/2001	Summons Returned Executed <i>Docket Text:</i> RETURN OF SERVICE/AFFIDAVIT of Summons and Complaint Executed. DISTRICT OF COLUMBIA served on 7/2/2001, answer due 7/23/2001 (jeb,)
<u>5</u>	Filed: 07/19/2001 Entered: 08/06/2001	Answer to Complaint <i>Docket Text:</i> ANSWER to Complaint by DISTRICT OF COLUMBIA. (jeb,)
	Filed & Entered: 07/31/2001	Calendar Entry <i>Docket Text:</i> Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp,)
	Filed & Entered: 08/08/2001	Meet and Confer Hearing <i>Docket Text:</i> Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp,)
<u>6</u>	Filed & Entered: 08/20/2001	Meet and Confer Statement <i>Docket Text:</i> MEET AND CONFER STATEMENT. (Lowery, Ruth)
<u>7</u>	Filed & Entered: 08/20/2001	Scheduling Order <i>Docket Text:</i> SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM

You may view a PDF file of the actual document(s) by clicking on the document number in the far left column of the report.

Filers

Selecting **Filers** will return a screen (Figure 11) that allows a query of filings made by a particular party. For instance, if the user clicks on the hyperlink for NATIONAL RAILROAD PASSENGER CORPORATION, a screen will appear showing all docket entries pertaining to this party (Figure 12).

Figure 11

The screenshot shows the ECF Filers page for case 1:05-cv-02490-CKK-JMF. The page header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The case information is displayed as follows:

1:05-cv-02490-CKK-JMF CHAMBLISS v. NATIONAL RAILROAD PASSENGER CORPORATION et al
Colleen Kollar-Kotelly, presiding
John M. Facciola, referral
Date filed: 12/30/2005 Date of last filing: 04/10/2006

Filers

Name	Type	Added	Terminated
JERRY K. CHAMBLISS	Plaintiff	12/30/2005	
NATIONAL RAILROAD PASSENGER CORPORATION	Defendant	12/30/2005	
STEVEN S. SNYDER	Defendant	12/30/2005	

Click the number hyperlink of the individual filing (Figure 12) to view the document associated with that docket entry.

Figure 12

The screenshot shows the ECF Filer page for case 1:05-cv-02490-CKK-JMF. The page header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The case information is displayed as follows:

1:05-cv-02490-CKK-JMF CHAMBLISS v. NATIONAL RAILROAD PASSENGER CORPORATION et al
Colleen Kollar-Kotelly, presiding
John M. Facciola, referral
Date filed: 12/30/2005 Date of last filing: 04/10/2006

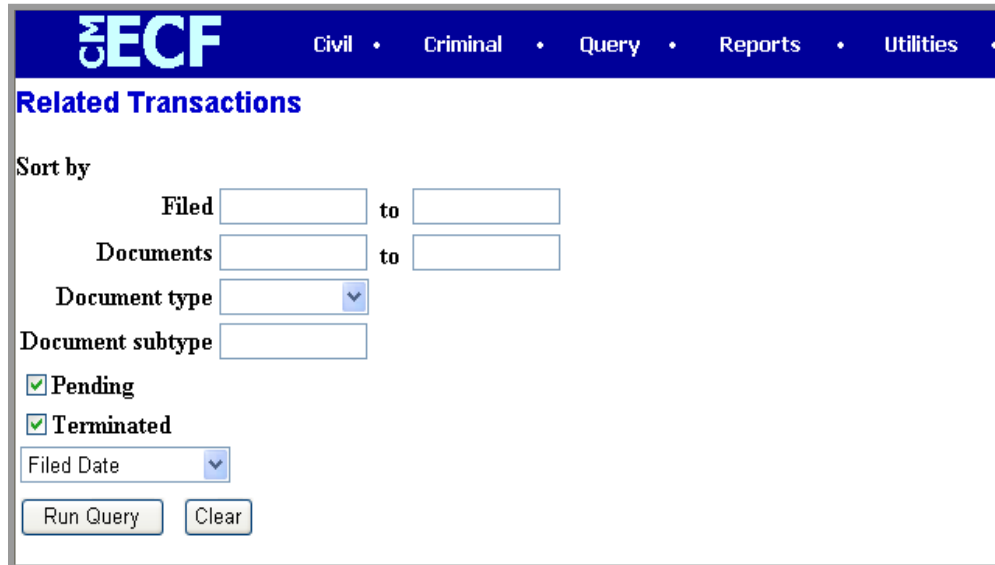
Filer NATIONAL RAILROAD PASSENGER CORPORATION

Doc. No.	Event Name	Filed
4	Motion for Extension of Time to File Answer	01/24/2006
5	Errata	01/27/2006
6	Answer to Complaint	02/10/2006
7	Corporate Disclosure Statement	02/10/2006

Related Transactions

Selecting **Related Transactions** allows you to view all related transactions regarding a single filing. You should select both the pending and terminated options on the **Related Transactions** screen (Figure 13) to get a complete list of related filings (Figure 14).

Figure 13



The screenshot shows the ECF interface for the 'Related Transactions' screen. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below this, the title 'Related Transactions' is displayed. The form includes several input fields: 'Sort by' (with a dropdown menu), 'Filed' (with a date input field), 'to' (with a date input field), 'Documents' (with a date input field), 'to' (with a date input field), 'Document type' (with a dropdown menu), and 'Document subtype' (with a text input field). There are two checked checkboxes: 'Pending' and 'Terminated'. Below these is a 'Filed Date' dropdown menu. At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

Figure 14



The screenshot shows the ECF interface for the 'Related Transactions' results page. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below this, the case information is displayed: '1:02-cv-02056-GK ZURUQ, et al v. BURNS, et al', 'Gladys Kessler, presiding', 'Date filed: 10/22/2002', and 'Date terminated: 04/20/2005 Date of last filing: 08/31/2005'. The title 'Related Transactions' is displayed. Below the title, a note reads: 'Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.' Below the note is a table with the following columns: 'Doc. No.', 'Event Name', 'Event Filed', and 'Event Terminated'. The table contains five rows of data, each enclosed in a box.

Doc. No.	Event Name	Event Filed	Event Terminated
23	Motion to Dismiss	11/19/2003	07/20/2004
24	Memorandum in Opposition	12/02/2003	
25	Supplemental Memorandum	12/08/2003	
26	Reply to opposition to Motion	12/12/2003	
33	Order on Motion to Dismiss	07/20/2004	

Other Queries

All other queries in the **Query** feature of ECF work similarly to those described previously.