

# REPORTS MENU

## Introduction

The **Reports** menu on the **blue** menu bar provides the user with several report options. (Figure 1)

**Figure 1**



You will need your PACER login and password to run the Docket Sheet, Civil Cases Report, and Criminal Cases Report, but not for the Calendar Events Report. The following paragraphs describe the different report options in more detail.

## Docket Sheet Report

Click on the **Docket Sheet** hyperlink in Figure 1. If you have not already logged in with your **PACER** login and password, ECF opens the **PACER** login screen. Enter your **PACER** login and password. Click **[Login]** and ECF will open the **Docket Sheet** query window shown in Figure 2.

**Figure 2**

The screenshot shows the "Docket Sheet" query window with the following fields and options:

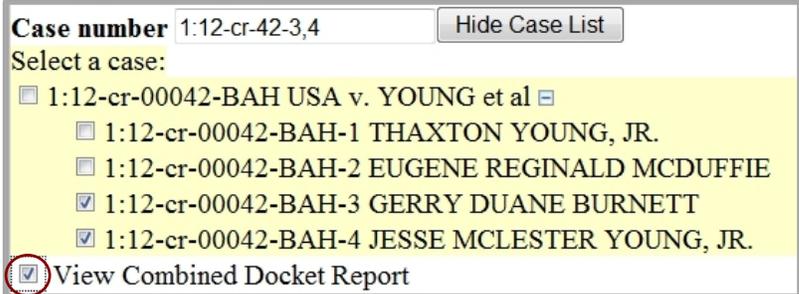
- Case number:**
- Filed:**   to
- Entered:**   to
- Documents:**  to
- Include:**
  - Parties and counsel
  - Terminated parties
  - List of member cases
  - Links to Notices of Electronic Filing
- Document options:**
  - Include headers when displaying PDF documents
  - View multiple documents
- Format:**
  - HTML (unpaginated)
  - PDF (paginated)
- Sort by:**
- Make these options my default.

Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click **[Run Report]**. ECF will display a full docket sheet for the case you selected. If you do not need a complete docket sheet, you can narrow the query using the date fields. ECF also offers various sorting options from the Docket Sheet report screen.

## Combined Docket Report - Criminal Cases

Users can run a combined Docket Report for a subset of criminal defendants in a multi-defendant criminal case. A new *View Combined Docket Report* checkbox will be displayed beneath the case number list (Figure 3) when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected. Selecting the *View Combined Docket Report* checkbox allows the user to run the combined form of the report for the chosen subset of defendants.

**Figure 3**



The screenshot shows a web interface for entering case information. At the top, there is a text input field labeled "Case number" containing the value "1:12-cr-42-3,4". To the right of this field is a button labeled "Hide Case List". Below the input field, the text "Select a case:" is displayed. Underneath, there is a list of four cases, each with a checkbox to its left. The first case, "1:12-cr-00042-BAH USA v. YOUNG et al", has an unchecked checkbox. The second case, "1:12-cr-00042-BAH-1 THAXTON YOUNG, JR.", has an unchecked checkbox. The third case, "1:12-cr-00042-BAH-2 EUGENE REGINALD MCDUFFIE", has an unchecked checkbox. The fourth case, "1:12-cr-00042-BAH-3 GERRY DUANE BURNETT", has a checked checkbox. The fifth case, "1:12-cr-00042-BAH-4 JESSE MCLESTER YOUNG, JR.", has a checked checkbox. At the bottom of the list, there is a checkbox labeled "View Combined Docket Report", which is also checked. A red circle highlights this checkbox.

## Civil Cases Report

The **Civil Cases Report** (Figure 4) provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, by cause code, by nature of suit, with a specific case flag, or any combination thereof.

**Figure 34**

**Note:** If you are not logged into PACER, ECF will display the PACER login screen. Log in to PACER and ECF will open the **Civil Cases Report** screen shown in Figure 3.

Enter the range of filing dates for your report and select any other search criteria if you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within that date range. Figure 5 shows part of a report of all cases filed in ECF at the U.S. District Court for the District of Columbia from 11/1/2012 to 11/5/2012.

**Figure 5**

<a href="#">1:12-cv-01796-RCL</a> In Re: W.A.R. LLP	Case filed: 11/02/2012	123	Cause: 11-8001 Bankruptcy Appeal NOS: 422 Bankruptcy Appeal (801) Office: Washington, DC Jurisdiction: Federal Question Presider: Royce C. Lamberth Jury demand: None Case flags: TYPE-E
<a href="#">1:12-cv-01798-RWR</a> PEN v. WMAL et al	Case filed: 11/05/2012	120	Cause: 28:1331 Federal Question: Other Civil Rights NOS: 440 Civil Rights: Other Office: Washington, DC Jurisdiction: Federal Question Presider: Richard W. Roberts Jury demand: Plaintiff Case flags: JURY,PROSE-NP,TYPE-F
<a href="#">1:12-cv-01800-CKK</a> MORRIS v. CARTER GLOBAL LEE, INC.	Case filed: 11/05/2012	120	Cause: 28:1441 Petition for Removal - Employment Discrim NOS: 442 Civil Rights: Jobs Office: Washington, DC Jurisdiction: Federal Question Presider: Colleen Kollar-Kotelly Jury demand: Plaintiff Case flags: JURY,PROSE-NP,TYPE-H

The far left column of the report in Figure 5 contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report as in Figure 2.

## Criminal Cases Report

The **Criminal Cases Report** (Figure 6) displays summary data about selected criminal cases, plus links to view more detailed information about each case. Similar to the Civil Cases Report, magistrate and criminal cases can be queried for a particular time frame as shown below.

**Figure 6**

The screenshot shows the ECF (Electronic Case Filing) interface for the Criminal Cases Report. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, and Search, along with a Logout button. A warning message states: "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." The form contains several input fields and checkboxes: Office (Washington, DC), Case types (Criminal, Magistrate Judge), Case flags (2255, 3JUD-PANEL), Citation, Count Status (Pending checked, Disposed), Filed date (10/14/2009 to 10/21/2009), Terminal digit(s) (2, 4-7), and checkboxes for Pending, Terminated, Fugitive, and Non-Fugitive defendants (Pending and Non-Fugitive checked). The Sort by field is set to Case Number. The Output Format is set to Formatted Display. At the bottom, there are buttons for Run Report, Clear, and a checkbox for Make these options my default.

## Docket Activity Report

The **Docket Activity Report** (Figure 7) allows users to obtain a list of all filings from a specific time period. The report may be run for all cases or a specific case number. On the selection criteria screen, the "Only cases to which I am linked" check box is selected by default, allowing users the option of running the report for only those cases to which they are a party.

Figure 7

**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

Office

Event category   
adr  
answer

Case type   
Criminal

Case flags   
CASREF

Filed between  and

Sort by

Only cases to which I am linked  Open cases  
 Closed cases

Summary text  
 Full docket text

Make these options my default.

## Written Opinions Report

The **Written Opinions Report** (Figure 8) allows users to obtain a list of written opinions for a specific time period. You will not be charged for running the Written Opinions report or for viewing the written opinions themselves.

Figure 8

### Written Opinions Report

Case Number

Last Name  First Name  Middle Name

Office

Nature of Suit   
110 (Insurance)

Case Type   
Criminal

Cause   
01D2439 (01DCC2439 WMATA (cou...))

Case Flags   
3JUD-PANEL

Filed between  and

Sort by

Summary text  
 Full docket text

You may also access opinions from other 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.

## Civil Judgment Index Report

The **Judgment Index Report** (Figure 9) allows you to query a civil judgment by case number, date range, or name of party. Once the judgment is located, you will see the actual judgment and the amount awarded (Figure 10).

**Figure 9**

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

### Judgment Index Report

Case number

Last name  First name  Middle name

Judgment date range  to

Sort by:  ▼

**Figure 10**

Judgment Index Report		
U.S. District Court - - District of Columbia		
Report Period: 01/02/2009 - 11/03/2009		
Case Number/Title	Judgment Description	Status
<a href="#">1:97-cv-00578-PLF</a> FASTOV v. CHRISTIE'S INTL. PLC, et al	<i>In favor of:</i> CHRISTIE'S INC. <i>Against:</i> ROBERT S. FASTOV <i>Amount:</i> \$ 630000.00 <i>Date:</i> 08/19/2009 <i>Document:</i> <a href="#">187</a> <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	No Payment 08/19/2009
	<i>In favor of:</i> CHRISTIE'S INTERNATIONAL PLC <i>Against:</i> ROBERT S. FASTOV <i>Amount:</i> \$ 630000.00 <i>Date:</i> 08/19/2009 <i>Document:</i> <a href="#">187</a> <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	No Payment 08/19/2009
	<i>In favor of:</i> CHRISTIE, MANSON & WOODS LTD. <i>Against:</i> ROBERT S. FASTOV <i>Amount:</i> \$ 630000.00 <i>Date:</i> 08/19/2009 <i>Document:</i> <a href="#">187</a> <i>Interest:</i> 0.00% <i>Court Cost:</i> \$ 0.00	No Payment 08/19/2009