US DISTRICT COURT EASTERN DISTRICT OF OKLAHOMA

CMECF: QUERY, REPORTS, & UTILITIES

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QUERY

The Query feature allows you to view information about a case.

Instructions

1. After you enter your PACER login and password, you will see a Query Search Criteria screen. If more than one case matches the criteria you must select the appropriate case. You can find a case by case number OR search by a combination of case characteristics. Then click **Run Query**.
2. Next, you will see a menu with several Query options. Options which show "..." after their name will have an additional selection screen.

   ❖ **Alias -** Displays parties who have aliases.
   ❖ **Associated Cases** - Displays any cases associated with the specified case. Click on the number of an associated case to view its docket sheet.
   ❖ **Attorney** - Displays active and terminated attorneys for each party in the case.
   ❖ **Case Summary** - Displays summary information for the case.
   ❖ **Docket Report** - Displays the formatted docket sheet with links to documents.
   ❖ **History/Documents . . .:**

      ✓ **All events (history)** - If this radio button is selected, the report will include all events docketed to the case, with links to the associated documents. A short description of the event is shown, along with a link to the full docket text. If "Display Docket Text" is selected (see below), the full docket text is shown instead of the short description.
      ✓ **Only events with documents -** If this radio button is selected, the report will include only events with attached documents.
      ✓ **Display docket text -** Check this box to include the full docket text in the

report.

- ✓ **Sort by -** Select either sort option: **Oldest date first** or **Most recent date first**.

- ❖ **Filers -** Lists all filers associated with the case. To view documents filed by a particular party, click on the filer name.
- ❖ **Party -** Lists active and terminated parties and trustees. Current and previous attorneys for each party/trustee are also shown.
- ❖ **View a Document -** Displays requested document. If attachments were also submitted, you must first select the main document or an attachment to view.

REPORTS

[Docket Sheet](#)
[Civil Cases](#)
[Criminal Cases](#)
[Docket Activity](#)
[Multiple Docket Sheets](#)
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DOCKET SHEET

Rules for Use

You will be charged for this report.

Instructions

To view or print the Docket Sheet:

1. After logging in to CM/ECF, click **Reports**.
2. On the Reports screen, click **Docket Sheet**.
3. On the PACER Login screen, log in, using your **PACER Login**.
4. On the Docket Sheet screen, complete/check the desired information:

   - ❖ **Case number** (required)
   - ❖ **Filed/Entered** date range
   - ❖ **Documents** number range
   - ❖ **Include:**

     - ✓ **Parties and counsel** - Required to get a complete docket sheet (default = checked)
     - ✓ **Terminated** - Required to get a complete docket sheet (default = checked)
     - ✓ **List of member cases** - Applicable if case is consolidated
     - ✓ **Restricted entries** - If option appears and box is checked, private, ex parte, and applicable party entries will be shown
     - ✓ **Links to notices of electronic filing** – Required if you want to view the "Notice of Electronic Filing" or NEF
     - ✓ **Related documents** - If option appears and box is checked, the numbers of related documents will be added, as hyperlinks, to the text of each docket entry

✓ **Related summary text** - If you checked "Related documents", you can check this box to show the summary text for those documents

❖ **Document options:**

✓ **Include headers when displaying PDF documents** - If option appears and box is checked, and you also select the "PDF" output option, a PDF header will be added to the docket report and to any documents that you display

✓ **View multiple documents** - If option appears, check the box if you want to select multiple documents to display as one entity

✓ **Create Appendix** - If option appears, check the box to produce a single PDF file that includes both a full docket sheet AND images of the documents that you select. PDF headers are always included. ***Note:*** When this option is checked, after you click **Run Report**, you will see a screen on which you can select documents:

a. In the "Footer format" box, type in text that you want to appear on each PDF page, or leave the default "pagenum" to number the pages.

b. Click **View Selected;** you will then see the appendix file, including all docket entries (in descending order by document number) and the documents you selected.

❖ **Format:** The options listed below disappear if you are viewing multiple documents or are creating an appendix. In these situations, an HTML report will be produced.

✓ HTML - unpaginated

✓ PDF - paginated

❖ **Sort by:** Select whether you want to see oldest entries first, or most recent entries first.

5. Click **Run Report**.

❖ If there is more than one case type using the case number, select the case you wish to view.

❖ If you want to view a criminal case with more than one defendant, select the defendant (or all defendants) you wish to view. For a complete docket sheet, select **All defendants**.

6. The docket sheet is displayed for review or printing.

CIVIL CASES

Rules for Use

You will be charged for this report.

The Civil Cases Report can be used in a variety of ways to locate a specific case(s) on our CM/ECF system. Most public civil cases pending as of 1992 until the present are on CM/ECF. Some cases prior to 1992 are also available in the CM/ECF system. This report is useful to find cases:

❖ if you know the nature of suit, cause of action or date range a case was filed, but can't remember the parties.

❖ if you want to find all cases filed in a certain date range that meet a "Nature of Suit" or "Cause of Action" criteria.
❖ if you want to see all cases filed within a certain date range.

Instructions

1. After logging in to CM/ECF, click **Reports**.
2. On the Reports screen, click **Civil Cases**.
3. On the PACER Login screen, log in, using your **PACER Login**.
4. On the Civil Cases Report screen, complete/check the desired information:

   ❖ **Office** - (leave on the blank line.)
   ❖ **Case type -** You CAN select more than one by doing "ctrl click" or "click and drag." (To select all cases, leave on the blank line):

   ✓ Administrative Proceeding
   ✓ Civil
   ✓ General Order
   ✓ MDL Base File
   ✓ Miscellaneous

   ❖ **Nature of suit -** You CAN select more than one by doing "ctrl click" or "click and drag." For a complete listing, review the JS-44 Civil Cover Sheet form.
   ❖ **Case flags -** You CAN select more than one by doing "ctrl click" or "click and drag." See below for a complete listing of Case Flags
   ❖ **Cause (of action) -** You CAN select more than one by doing "ctrl click" or "click and drag".
   ❖ **Filed date range -** Enter a date range. If you want all cases on the system, the beginning date should be 1/1/1970.
   ❖ **Terminal Digit(s)** (rarely used)
   ❖ **Open Cases and/or Closed Cases** - If you want all cases on the system, select both boxes.
   ❖ **Sort by** - Indicate first, second and third preferences (usually Case Number):

   ✓ Case Number
   ✓ Case Title
   ✓ Terminal Digit
   ✓ Office

   ❖ **Output Format**

   ✓ Formatted Display (Default and preferred choice)
   ✓ Data Only

5. Click **Run Report**. The Civil Cases report is displayed for review or printing, with hyperlinks to the individual docket sheets on the left.

Case Flag Options

3J/PNL (Three Judge Panel Assigned)
ADMINCLOSE (Case Administratively Closed)
APPEAL (Appeal to Circuit Court Pending)
ARBITRATION (Case in Arbitration)
ASSET (Asset Proceedings in Case)
BARRED (Party Barred from Filing)

CASREF (Case Fully Referred to MJ)
CLASS (Case Certified as Class Action)
CLOSED (Case Closed)
CONMAG (Case Consented to Proceed Before MJ)
CONSDS (Member Case for Discovery Consolidation)
CONSPT (Member Case for Pretrial Consolidation)
CONSTR (Member Case for Trial/Full Consolidation)
CPYRGT (Copyright Infringement Case)
CUSTAPP (Appeal – Conditions of Release)
CUSTODY (Defendant is in our Custody)
DEATH (Habeas Death Penalty Case)
DISCREF (Discovery Referred to MJ)
EXECUTION (Writ of Execution Proceedings in Case)
FUGITV (Criminal Defendant is a Fugitive)
GARN (Garnishment Proceedings in Case)
HABEAS (Prisoner Habeas Cases)
INTAPP (Interlocutory Appeal to Circuit Court Pending)
INTERPRETER (Interpreter Needed for Criminal Defendant)
LAND (Land Condemnation Case)
LC-1 (Law Clerk 1 Assigned to Case)
LC-2 (Law Clerk 2 Assigned to Case)
LC-3 (Law Clerk 3 Assigned to Case)
LC-4 (Law Clerk 4 Assigned to Case)
LC-5 (Law Clerk 5 Assigned to Case)
LEADDS (Lead Case for Discovery Consolidation)
LEADPT (Lead Case for Pretrial Consolidation)
LEADTR (Lead Case for Trial/Full Consolidation)
LV/CT (Party Needs Leave of Court Before Filing)
M/2255 (2255 Motion Pending)
MERGED (Case has been Merged into Criminal Case)
MINOR (Case Involves a Minor)
MJSELECT (Magistrate Judge randomly Selected for Referral Matters)
MOTREF (Motions Referred in Case)
NOMAG (No Magistrate Judge)
PATENT (Patent Infringement Case)
PCRIGHT (Prisoner Civil Rights)
PROSE (Pro Se Party Involved in Case - Case Folder Created)
PROTO (Protective Order Entered In Case)
R/R (Report and Recommendation Pending)
RELEASED (Criminal Defendant Released on Bond)
REMAND (Case Remanded)
REOPEN (Case Reopened)
RESTRICTED FILER (Restricted Filer in Case)
RICO (RICO Case)
SALE (Sale Proceedings in Case)
SEALED (Case Sealed)
SETCON (Settlement Conference Set in Case)
SEVER (Criminal Defendant Severed)
SCSEC (Social Security Case)
STAY/D (Discovery Stayed)
STAYED (Case Stayed)
STRK1 (Strike One)
STRK2 (Strike Two)
STRK3 (Strike Three)
SuppressAnsRpt (Suppress case from Service and Answer Report)
TRAN10 (Case Transferred to 10th Circuit 43: 2nd or Successive Habeas Petition or 2255 Motion)

TRANSF (Case Transferred to Other District)
U/ADVISE (Case Taken Under Advisement)

CRIMINAL CASES

Rules for Use

You will be charged for this report.
The Criminal Cases Report can be used in a variety of ways to locate a specific case(s) on our CM/ECF system. All public criminal cases pending as of January, 1994 until the present are on CM/ECF. This report is useful:

> ❖ if you want to find all cases filed in a certain date range that meet a pending, terminated or fugitive criteria.
> ❖ if you want to see all cases filed in a certain date range.

Instructions

1. After logging in to CM/ECF, click **Reports**.
2. On the Reports screen, click **Criminal Cases**.
3. On the PACER Login screen, log in, using your **PACER Login**.
4. On the Criminal Cases Report screen, complete/check the desired information:

Office - (leave on the blank line)
Case type - You CAN select more than one by doing "ctrl click" or "click and drag" (for all criminal-type cases, leave on the blue blank line):

> ❖ Criminal - Indictments, Informations, Transfers In
> > ✓ Magistrate Judge - Criminal Complaints or Search Warrants
> > ✓ Petty Offense

Filed date range - Enter a date range. If you want all cases on the system, the beginning date should be 1/1/1970.
Case flags - You CAN select more than one by doing "ctrl click" or "click and drag." See below for a complete listing of Case Flags.
Terminal Digit(s) (rarely used)
Pending Defendants, Terminated Defendants, Fugitive Defendants, Non-Fugitive Defendants - If you want all cases on the system, select all four boxes.
Sort by - for first, second and third preferences (usually Case Number):

> ✓ Case Number
> ✓ Terminal Digit
> ✓ Office
> ✓ Presiding Judge
> ✓ Referral Judge

Output Format

> ✓ Formatted Display (default and preferred choice)
> ✓ Data Only

5. Click **Run Report**. The Criminal Cases report is displayed for review or printing, with hyperlinks to the individual docket sheets on the left.

Case Flag Options

3J/PNL (Three Judge Panel Assigned)
ADMINCLOSE (Case Administratively Closed)
APPEAL (Appeal to Circuit Court Pending)
ARBITRATION (Case in Arbitration)
ASSET (Asset Proceedings in Case)
BARRED (Party Barred from Filing)
CASREF (Case Fully Referred to MJ)
CLASS (Case Certified as Class Action)
CLOSED (Case Closed)
CONMAG (Case Consented to Proceed Before MJ)
CONSDS (Member Case for Discovery Consolidation)
CONSPT (Member Case for Pretrial Consolidation)
CONSTR (Member Case for Trial/Full Consolidation)
CPYRGT (Copyright Infringement Case)
CUSTAPP (Appeal – Conditions of Release)
CUSTODY (Defendant is in our Custody)
DEATH (Habeas Death Penalty Case)
DISCREF (Discovery Referred to MJ)
EXECUTION (Writ of Execution Proceedings in Case)
FUGITV (Criminal Defendant is a Fugitive)
GARN (Garnishment Proceedings in Case)
HABEAS (Prisoner Habeas Cases)
INTAPP (Interlocutory Appeal to Circuit Court Pending)
INTERPRETER (Interpreter Needed for Criminal Defendant)
LAND (Land Condemnation Case)
LC-1 (Law Clerk 1 Assigned to Case)
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LEADTR (Lead Case for Trial/Full Consolidation)
LV/CT (Party Needs Leave of Court Before Filing)
M/2255 (2255 Motion Pending)
MERGED (Case has been Merged into a Criminal Case)
MINOR (Case Involves a Minor)
MJSELECT (Magistrate Judge Randomly Selected for Referral Matters)
MOTREF (Motions Referred in Case)
NOMAG (No Magistrate)
PATENT (Patent Infringement Case)
PCRIGHT (Prisoner Civil Rights)
PROSE (Pro Se Party Involved in Case - Case Folder Created)
PROTO (Protective Order Entered In Case)
R/R (Report and Recommendation Pending)
RELEASED (Criminal Defendant Released on Bond)
REMAND (Case Remanded)
REOPEN (Case Reopened)
RESTRICTED FILER (Restricted Filer in Case)
RICO (RICO Case)
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SEALED (Case Sealed)
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STRK2 (Strike Two)
STRK3 (Strike Three)
SuppressAnsRpt (Suppress case from Service and Answer Report)
TRAN10 (Case Transferred to 10th Circuit 43: 2nd or Successive Habeas Petition or 2255 Motion)
TRANSF (Case Transferred to Other District)
U/ADVISE (Case Taken Under Advisement)

DOCKET ACTIVITY

Rules for Use

You will be charged for this report.
The Docket Activity Report will not locate any documents filed in paper form in the clerk's office. It can be used to locate a document **you** have electronically filed, based on:

- ❖ Document type
- ❖ Case type
- ❖ Date range

Instructions

1. After logging in to CM/ECF, click **Reports**.
2. On the Reports screen, click **Docket Activity Report**.
3. On the PACER Login screen, log in, using your **PACER Login**.
4. On the Docket Activity Report PUBLIC ACCESS screen, complete/check the desired information:

   - ❖ **Case Number** – Enter a case numberif you are looking for a filing in a specific case; otherwise, leave it blank.
   - ❖ **Only cases to which I am linked**
   - ❖ **Open Cases** and/or **Closed Cases** - If you want <u>all</u> cases on the system, check both boxes.
   - ❖ **Office** (leave on the blue blank line)
   - ❖ **Case type** - You CAN select more than one by doing "ctrl click" or "click and drag." (To include all cases, leave on the blue blank line):

     - ✓ Administrative Proceeding
     - ✓ Civil
     - ✓ Criminal
     - ✓ General Order
     - ✓ Magistrate Judge
     - ✓ MDL Base File
     - ✓ Miscellaneous
     - ✓ Petty Offense

Event category - You CAN select more than one by doing "ctrl click" or "click and drag." (To include all documents, leave on the blue blank line.)
Case flags - You CAN select more than one by doing "ctrl click" or "click and drag". See below for a complete listing of [Case Flags](#).
Filed date range – If you want the search to pick up all of your filings, set the beginning date at 1/1/2005.
Summary or **Full docket text** - Both options have hyperlinks to the docket sheet and the document.

✓ Summary text shows the event type used (but not the text) and is generally a shorter report.

✓ Full docket text shows the text of your entry and is generally a longer report.

Sort by - first, second and third preferences (usually just Case Number):

✓ Case Number
✓ Case Title
✓ Terminal Digit
✓ Office

5. Click **Run Report**. The Docket Activity Report is displayed for review or printing, with hyperlinks to the individual docket sheets and document numbers.

Case Flag Options

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TRANSF (Case Transferred to Other District)
U/ADVISE (Case Taken Under Advisement)

MULTIPLE DOCKET SHEETS

Rules for Use

You will be charged for this report.
This utility produces a single display of multiple docket reports.
The selection/formatting criteria that will be applied are those that were saved when you checked "Make these options my default" on the regular Docket Sheet screen. *Note:* If you have no saved defaults, standard defaults will be used.
Use any of the following formats for case number, where YY=year, #####=number, O=office code, and TT=type (e.g., cv or cr). You do not need to type leading zeros for year or number. *Note:* For a criminal case, you may add a defendant number (-#) or "-all" (all defendants) to any of these formats.

- ❖ YY-#####
- ❖ O:YY-TT-#####
- ❖ O-YY-TT-#####
- ❖ O:YYTT#####
- ❖ YYTT#####

Instructions

1. Enter multiple case numbers separated by commas or semicolons.
2. When you click **Find Case**, CM/ECF will check each case number you entered. If there are multiple cases that match any of the cases you typed, they will be displayed with check boxes; after you select one, the others are hidden if you click **Hide Case List**.

WRITTEN OPINIONS

Rules for Use

You will not be charged for this report or for any opinions you view from the report.
YOU WILL BE CHARGED for accessing any docket sheet from this report.
Not all orders will be on this report. **ONLY** items specifically designated "Opinion and Order" will be on this report.
This report is useful to find opinions:

- ❖ if you know the nature of suit, cause of action or date range an opinion was filed.
- ❖ if you want to find opinions filed in a certain date range that meet a "Nature of Suit" or "Cause of Action" criteria.
- ❖ if you want to see opinions filed in a certain date range.

Instructions

1. After logging in to CM/ECF, click **Reports**.
2. On the Reports screen, click **Written Opinions**.
3. On the Written Opinions Report screen, complete/check the desired information:

- ❖ **Case Number** - Enter a case number if you know the specific case number, otherwise, leave it blank
- ❖ **Last Name, First Name, Middle Name** (of a party in the case)
- ❖ **Office** (leave on the blank line)
- ❖ **Nature of suit** - You CAN select more than one by doing "ctrl click" or "click and drag." *Note:* For a complete listing, review the JS-44 Civil Cover Sheet form.
- ❖ **Case type** - You CAN select more than one by doing "ctrl click" or "click and drag." (for all cases, leave on the blank line):

  - ✓ Administrative Proceeding
  - ✓ Civil
  - ✓ General Order
  - ✓ MDL Base File
  - ✓ Magistrate Judge
  - ✓ Miscellaneous
  - ✓ Petty Offense

Cause (of action) - You CAN select more than one by doing "ctrl click" or "click and drag".
Case flags - You CAN select more than one by doing "ctrl click" or "click and drag." See below for a complete listing of Case Flags
Filed date range - Enter a date range. If you want all cases on the system, the beginning date should be 1/1/1970.
Summary or Full docket text:

- ❖ Both options have hyperlinks to the docket sheet and the document)
- ❖ Summary text shows only the event type used and is generally a shorter report.
- ❖ Full docket text shows the text of the entry and is generally a longer report.

Sort by for first, second and third preferences (usually Case Number):

  - ✓ Case Number

       ✓ Case Title
       ✓ Terminal Digit
       ✓ Office

4.   Click **Run Report**. The Written Opinions report is displayed for review or printing, with hyperlinks to the individual docket sheet or document.

Case Flag Options

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M/2255 (2255 Motion Pending)
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MINOR (Case Involves a Minor)
MJSELECT (Magistrate Judge Randomly Selected for Referral Matters)
MOTREF (Motions Referred in Case)
NOMAG (No Magistrate)
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REMAND (Case Remanded)
REOPEN (Case Reopened)

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RICO (RICO Case)
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SETCON (Settlement Conference Set in Case)
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UTILITIES

YOUR ACCOUNT

Change Your PACER Login
Maintain Your Account: Address, Email, Login, Password, etc.
View Your Transaction Log
Change Client Code
Remove Default PACER Account
Review Billing History
Show PACER Account

CHANGE YOUR PACER LOGIN

Rules for Use

This function lets you specify the PACER account to be charged for accessing CM/ECF data.

Instructions

1. On the Main Docketing Screen, select **Utilities**.
2. Under Your Account, select **Change Your PACER Login**.
3. Enter the login and password, and an optional client code. You will still have the privileges of the CM/ECF account you used to start this session.

❖ If you check the box labeled "Make this my default PACER login", the one login enter here will replace any default you specified previously.
❖ If you establish a default, you will not be asked for a PACER login when you request data.

4. Click **Login**.

MAINTAIN YOUR ACCOUNT: ADDRESS, EMAIL, LOGIN, PASSWORD, ETC.

Rules for Use

This function allows you to view and update your personal information including email address and password and specify instructions for email notification.

Instructions

1. In CM/ECF, on the Main Docketing Screen, select **Utilities**.
2. Under Your Account, select **Maintain Your Account**.
3. The Maintain User Account screen appears which lists your name, firm name, address, phone, and fax number. ***Note:*** The items on this screen can only be changed in CM/ECF by the Clerk's Office. You must submit an Attorney CM/ECF Information Update form to request any changes.

   From this screen you can access/edit the following:

   a. **Email Information** - Click **Email information** . . . to update your email address(es) and specify instructions for email notification:

   ❖ **Primary e-mail address** - Specify the complete address for receiving email notifications.
   ❖ **Send the notices specified below:**

      ✓ to my **primary email address** - this box must be checked in order to receive notices at your primary email address
      ✓ to these **additional addresses** - this box must be checked in order to receive notification at any secondary email addresses you have listed. Up to two secondary email addresses may be listed in the box next to this field.

   ❖ **Send notices in cases in which I am involved** - this box must be checked in order to receive notice in the cases in which you are involved
   ❖ **Send notices in these additional cases** - this box must be checked in order to receive notification in additional cases (in which you are not involved) listed in the box next to this field.
   ❖ **Send a notice for each filing** - system defaults to this setting. You receive a notice each time something is filed in a case in which you are involved and in any additional cases you designated in the previous field. If you select this option you cannot receive a Daily Summary Report.
   ❖ **Send a Daily Summary Report** - select this option if you wish to receive a Daily Summary Report, which lists all cases you are designated to receive notice for that have case activity. If you select this option you cannot receive a separate notice for each filing.
   ❖ Format notices:

      ✓ **html format** - system defaults to html format.
      ✓ **text format** - some email services require text format. You must select this option if your service cannot properly display html format.

   b. Click **Return to Account screen** when you are finished making changes or viewing this screen. ***Note:*** If you do not want to keep changes you've made, click Clear first to reset the page to the way it was when you accessed it.
   c. **More User Information** - Click **More user information . . .** to view your login name and change your password.

- ❖ **Login -** Your login name, date of last login, date of current login, and date your login name was created and updated are all displayed on this screen.
- ❖ **Password -** This is the only field that you can edit on this screen. When/if you type a new password, it is readable. But, when this screen is displayed again, the password will be hidden. Important **Note:** The court does not track passwords. If you change your password and then forget what it is, you must contact the Court to have a new, random password issued to you.

d. Click **Return to Account screen** when you are finished changing your password or viewing this screen. **Note:** If you do not want to keep changes you've made, click Clear first to reset the page to the way it was when you accessed it.

4. Back on the Maintain User Account screen, you must click **Submit** to save any changes you made on the Email Information or More User Information screens. (**Note:** If you decide you do not want to submit the changes, you can select any category on the blue menu bar at the top at any time prior to clicking Submit, in order to exit the screen without keeping the changes.)

5. Next, one of two screens will appear.

- ❖ **If case specific fields were not altered**, a screen appears that says "Case specific fields were not altered." You must click Submit to save any changes you made on prior screens and continue with the update of your information and continue to step 6.
- ❖ **If case specific fields *were* altered**, the Searching for existing Attorney Records screen appears:

  a. Select ***Update All*** to update all listed cases with the changes you've made. ***Update All*** is the default setting.

  - ✓ If you only want to update a particular case, select that case number from the list.
  - ✓ If you do not have any active cases you will see the message "No Records Found." You can still update your information; it just won't be posted to any cases.

  b. You must click **Submit** to save any changes you made on this screen or prior screens. **Note:** If you do not want to keep changes you've made, click Clear first to reset this page to the way it was when you accessed it.

6. A confirmation screen appears. You can verify your changes on this screen. Toward the top it should say, "The update was successful." If this screen indicates that there were errors, or if you never see this screen, you should repeat the above-listed steps.

Note: When you are finished, you can select any other Main Category without having to click the Back button on your browser.

VIEW YOUR TRANSACTION LOG

Rules for Use

This will display details of all your transactions (e-filing) in CM/ECF on or between the dates you specify.

Instructions

1. On the Main Docketing Screen, select **Utilities.**
2. Under Your Account, select **View Your Transaction Log.**
3. Enter dates in the Start Date and End Date Fields for approximately when you entered your transaction(s). ***Note:*** Click **Clear** before you click Submit if you want to reset the date fields to the system defaults.
4. Click **Submit** to view, in date and time order, the case number and text entry of all transactions that were entered using your password.

CHANGE CLIENT CODE

Rules for Use

Use this function to view the current client code to which PACER charges are being accumulated and to enter a new client code.
You must be logged into PACER to change your client code.

Instructions

1. On the Main Docketing Screen, select **Utilities.**
2. Under Your Account, select **Change Client Code.**
3. Enter a new client code in the provided field.
4. Click **Submit**.
5. A screen appears which lists the new client code you just entered.

REMOVE DEFAULT PACER ACCOUNT

This utility removes the link between the current CM/ECF user account and the associated default PACER account.

REVIEW BILLING HISTORY

Rules for Use

This function displays the number of CM/ECF pages accessed and charges incurred for the PACER account you are currently using.
If you use client codes when you access CM/ECF, the charges are totaled for each code.

Instructions

1. On the Main Docketing Screen, select **Utilities**.
2. Under Your Account, select **Review Billing History**.
3. **Transactions dated -** You may specify a range of dates for which you want to see the billing data.
4. **Sort** - Choose Date from the drop-down box to sort the report by date the charges were incurred; or, choose Client code/Date to sort by client code, then by date.
5. Click **Submit**.
6. Your billing history is displayed for all charges incurred at this CM/ECF site during the last 3 months. ***Note:*** Older transactions can be viewed from the PACER Service Center Web site.

SHOW PACER ACCOUNT

Rules for Use

The PACER account and client code you are currently using are displayed.

Instructions

1. On the Main Docketing Screen, select **Utilities**.
2. Under Your Account, select **Show PACER Account**.
3. Your current PACER login and client code, if applicable, are displayed.

MISCELLANEOUS FUNCTIONS

Internet Payment History
Legal Research: Law Dictionary, Medical Dictionary, Westlaw via the Internet, LexisNexis
Mailings: Mailing Info for a Case
Mailings: Mailing Labels by Case

INTERNET PAYMENT HISTORY

Rules for Use

This option is relevant ONLY if you have arranged with the court to pay filing fees over the Internet.
The Internet Payment History Report lists all payments of fees that you have made in CM/ECF through PAY.GOV, either by credit card or via the Automated Clearing House (ACH).

* ❖ The payments are in order by receipt number.
* ❖ By default, payments made within the last month are listed; you can specify a different date range.

LEGAL RESEARCH: LAW DICTIONARY, MEDICAL DICTIONARY, WESTLAW VIA THE INTERNET, LEXISNEXIS

Instructions

1. On the Main Docketing Screen, select **Utilities**.
2. Under Miscellaneous, select **Legal Research**.
3. Click one of the following links to access the appropriate internet website:

   * ❖ Law Dictionary
   * ❖ Medical Dictionary
   * ❖ Westlaw via the Internet
   * ❖ LexisNexis

MAILINGS: MAILING INFO FOR A CASE

Rules for Use

Prior to efiling your document, you should determine who is receiving notice electronically and who you will need to serve in paper format.

Instructions

1. On the Main Docketing Screen, select **Utilities**.
2. Under Miscellaneous Functions, select **Mailings. . .**

3. On the Mailings screen, select **Mailing Info for a Case**.
4. On the Case Number screen, enter the Case Number (e.g., 04-567, 6:04-567, 6-04-cv-567, 04cv567, 6:04cv567) and click the **Submit** button.
5. Review (or print) the Mailing Information screen and update your Certificate of Service accordingly. (***Note:*** You can copy (**Ctrl+C**) and paste (**Ctrl+V**) the information directly into your Certificate of Service.)

Note: When you are finished, you can select any other Main Category without having to click the Back button on your browser.

MAILINGS: MAILING LABELS BY CASE

Rules for Use

Prior to e-filing your document, you should determine who is receiving notice electronically and who you will need to serve in paper format. ***Note:*** To Cut and Paste the mailing address information directly into your document, try using the instructions below.

Instructions

1. On the Main Docketing Screen, select **Utilities**.
2. Under Miscellaneous, select **Mailings**.
3. On the Mailings screen, select **Mailing Labels by Case**.
4. On the Case Number screen, enter the Case Number (e.g., 04-567, 6:04-567, 6-04-cv-567, 04cv567, 6:04cv567) and select the desired variable(s) and then click the **Next** button.
5. For best results, you should Copy **(Ctrl+C)** the label information and Paste **(Ctrl+V)** it into your word processing program.

Note: When you are finished, you can select any other Main Category without having to click the Back button on your browser.

REVISION HISTORY

Date	Description