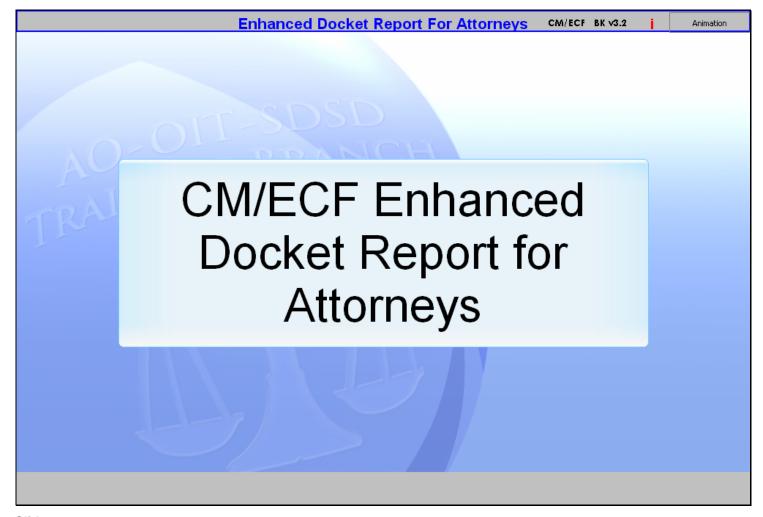
Slide 1 - Slide 1



Slide notes

Welcome to the CM/ECF Enhanced Docket Report for Attorneys.

Slide 2 - Navigation

Navigation Instructions: Each screen contains specific instructions to follow that mimic the actual software. Follow the instructions to progress through the lesson.

Playback Controls: Playback controls, located at the bottom of the screen, may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. If you pause the lesson, click the button again to resume.

Menu: Move the mouse over the word **MENU**, located in the upper left corner, to view the drop-down list of lesson topics. Click on the desired topic to jump to that part of the lesson.

Closed Captioning: Click the CC button in the playback controls to toggle the closed captioning feature on or off.

Audio: Click the speaker icon to toggle audio on or off.

Additional Information: Roll the mouse over the "i" located in the title bar to view module version and AO-OIT-SDSD-Training Branch contact information.

Exit the Lesson: To exit the lesson, click the X in the upper right corner of the lesson window, or select **Exit** from the menu.

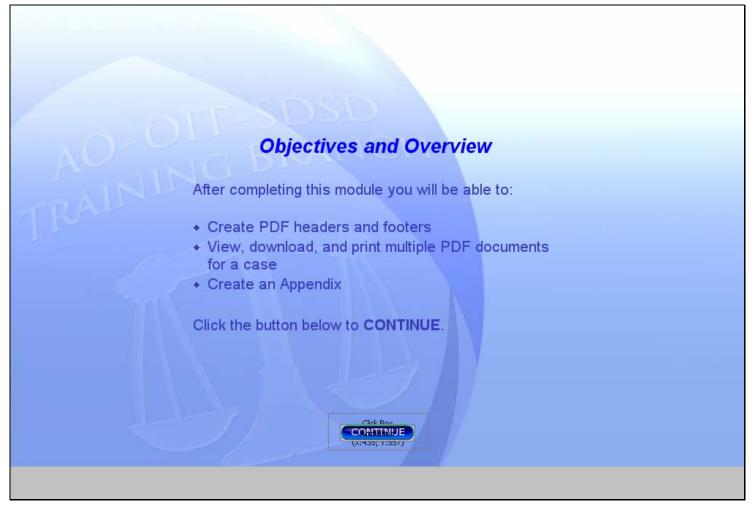
Begin the Lesson: Click the START button when you are ready to begin.



Slide notes

Please take a moment to read the Navigation Instructions on this screen. When you are ready to begin, click the "START" button.

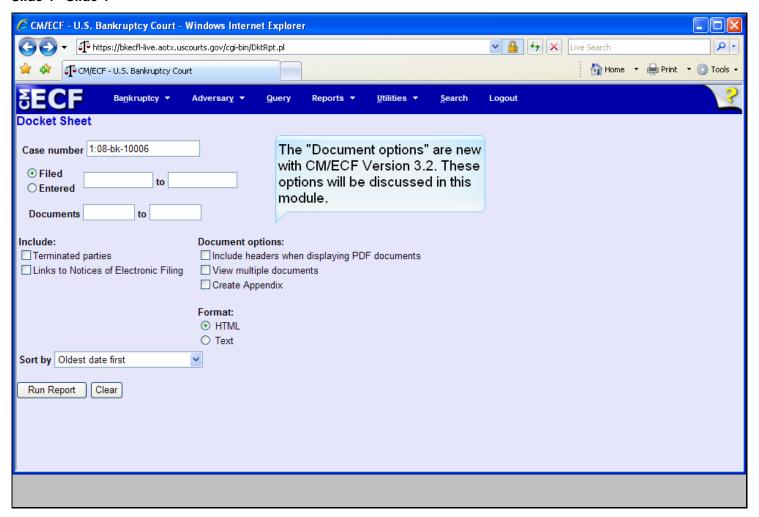
Slide 3 - Objectives



Slide notes

This module covers enhancements to the bankruptcy CM/ECF Docket Report. Please take a moment to read the module objectives. When you are ready, click the "CONTINUE" button.

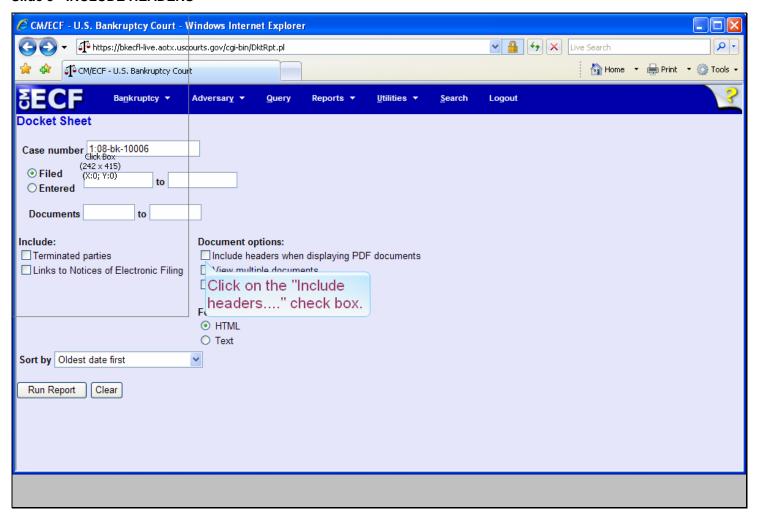
Slide 4 - Slide 4



Slide notes

The Docket Sheet selection screen retains the features court users have become familiar with. Release 3.2 of CM/ECF has enhanced the docket report by providing the Document options section.

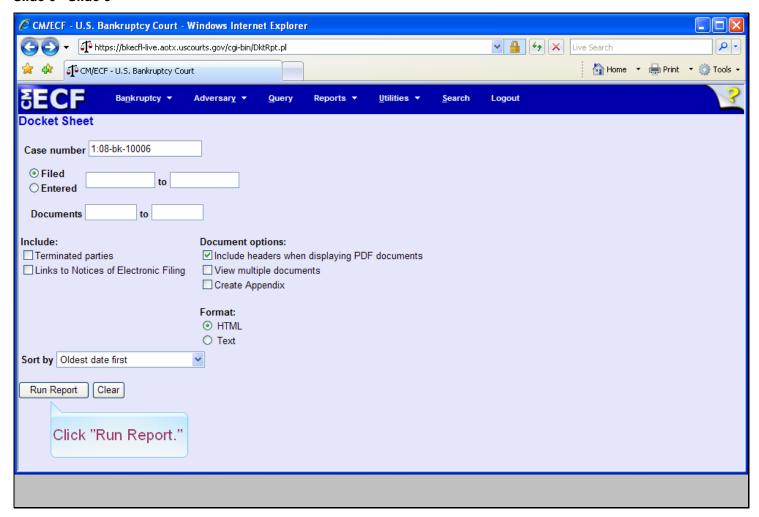
Slide 5 - INCLUDE HEADERS



Slide notes

Under CM/ECF Release 3.1 and earlier, when a PDF document was accessed for viewing or printing, there was no indication of the filed date and time, case number, document number, and page number on the document. Release 3.2 can now provide a header for each page of a PDF document that includes this data. We will take a look at this feature now. Please click the checkbox next to "Include headers when displaying PDF documents."

Slide 6 - Slide 6



Slide notes

To access the docket report please click "Run Report."

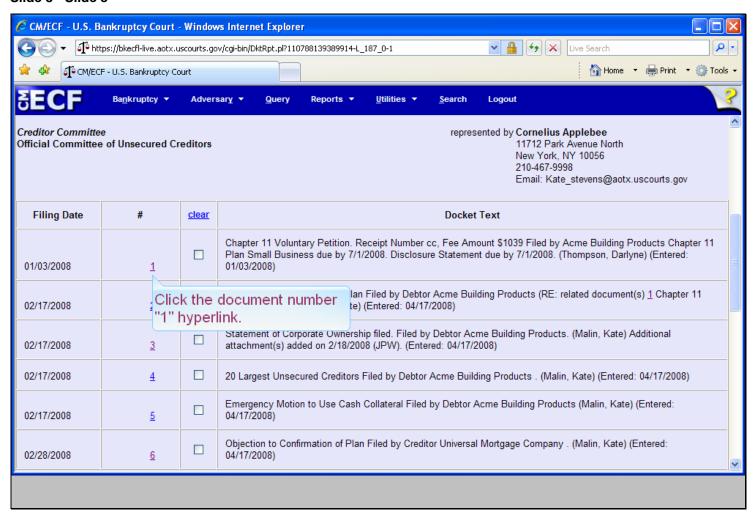
Slide 7 - Slide 7



Slide notes

To view the entries on this Docket Report, press your "Page Down" key.

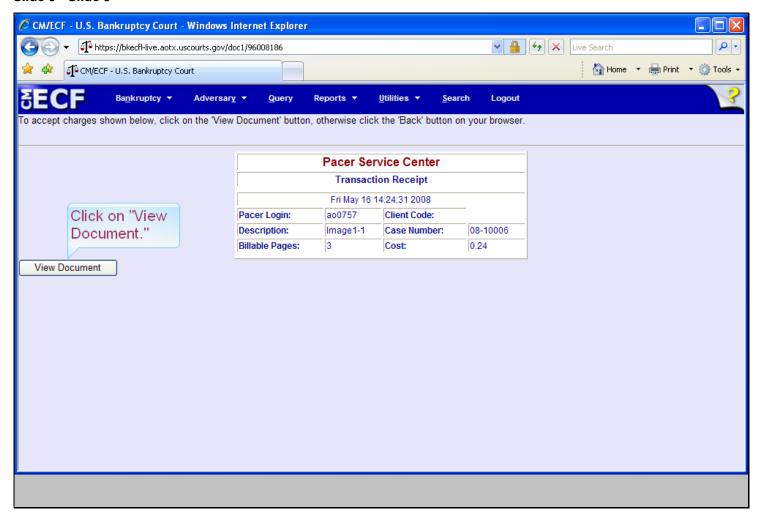
Slide 8 - Slide 8



Slide notes

We want to take a look at the Chapter 11 Voluntary Petition. Click on document #1

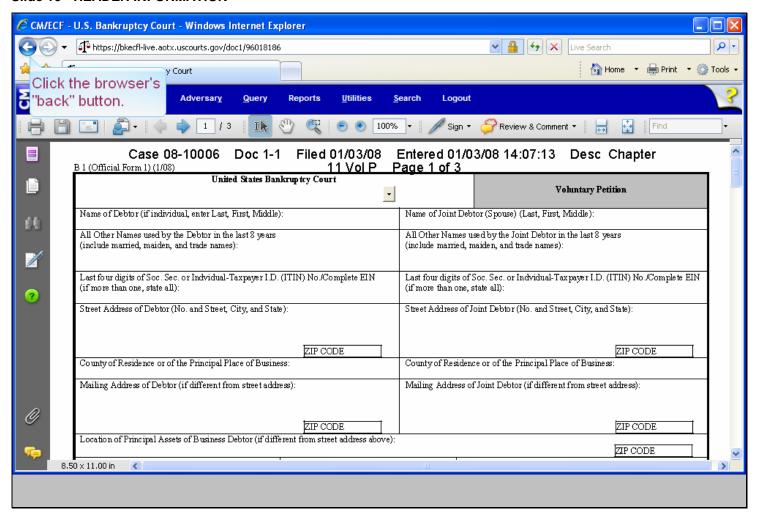
Slide 9 - Slide 9



Slide notes

The Pacer Service Center Transaction Receipt showing the number of billable pages and the cost appears. To continue, please click on the "View Document" button.

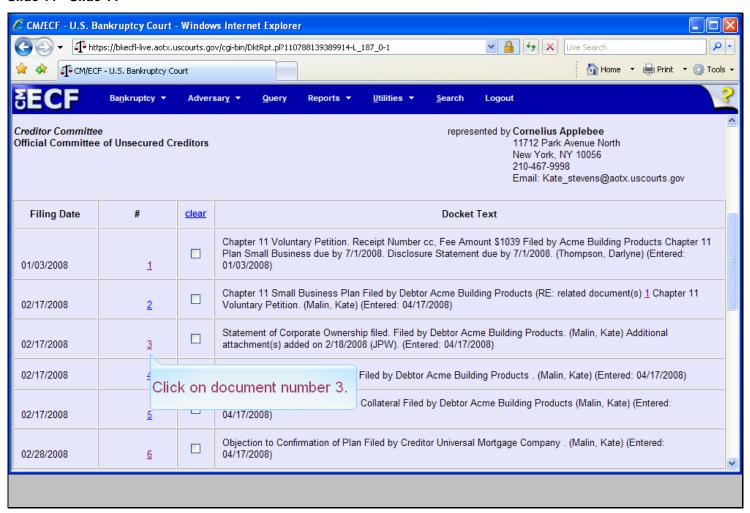
Slide 10 - HEADER INFORMATION



Slide notes

Notice the header information added to the top of this page. This type of header information is also available through the claims register when viewing an individual claim PDF. Now click the browser's "back" button and we will take a look at another enhancement.

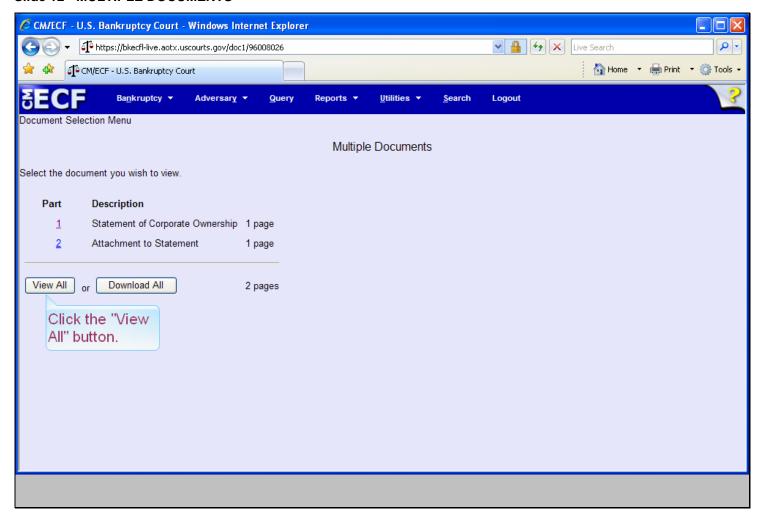
Slide 11 - Slide 11



Slide notes

Click on the document nuimber 3 hyperlink. This document contains an attachment.

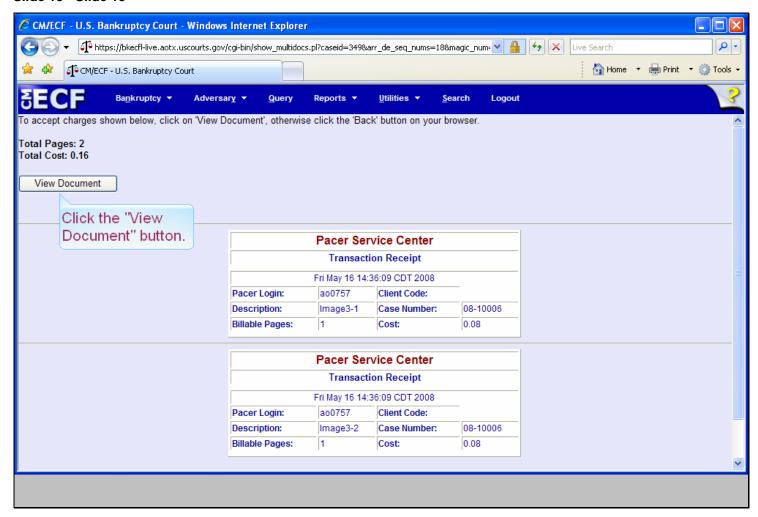
Slide 12 - MULTIPLE DOCUMENTS



Slide notes

This enhanced Document Selection Menu will allow us to view each document separately, view the Main Document and all attachments, or download the Main Document and all attachments to a ZIP file. We will cover the "Download All" selection later. So, for now, please click on the "View All" selection.

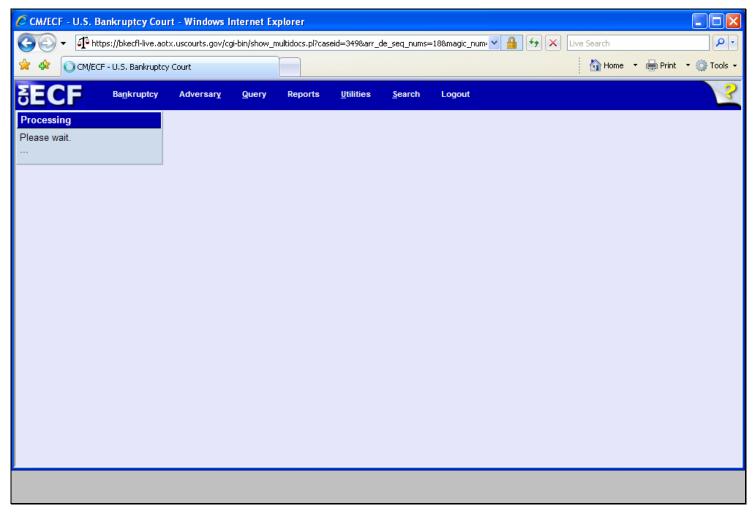
Slide 13 - Slide 13



Slide notes

The Pacer Service Center Transaction Receipts showing the number of billable pages and the cost appears. To continue, please click on the "View Document" button.

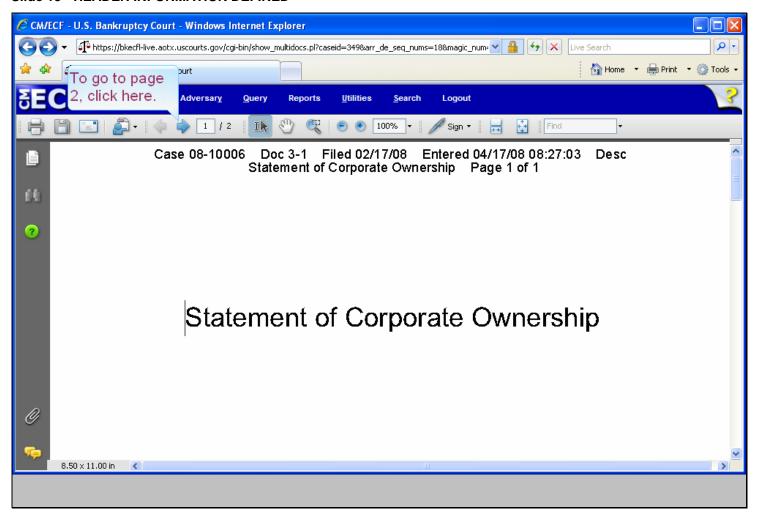
Slide 14 - Slide 14



Slide notes

A "Processing" screen appears. Processing time will vary depending on the number of documents selected and the length of each document.

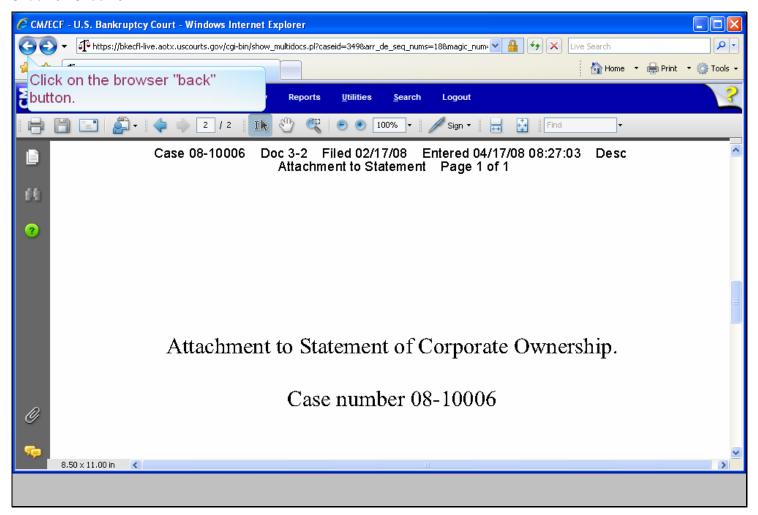
Slide 15 - HEADER INFORMATION DEFINED



Slide notes

Notice the header information which includes case number, document number, date filed, date and time entered, description and page number. To view the attachment, click on the Adobe navigation arrow.

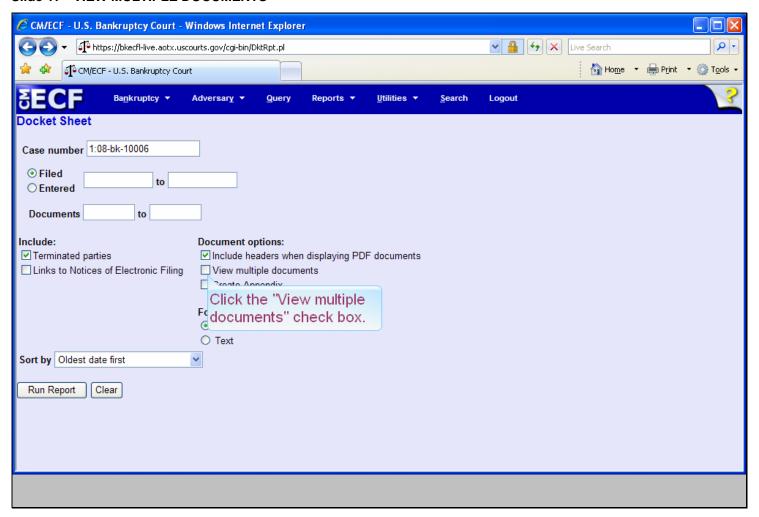
Slide 16 - Slide 16



Slide notes

Now let's return to our Docket Report selection menu. Click on the browser "back" button.

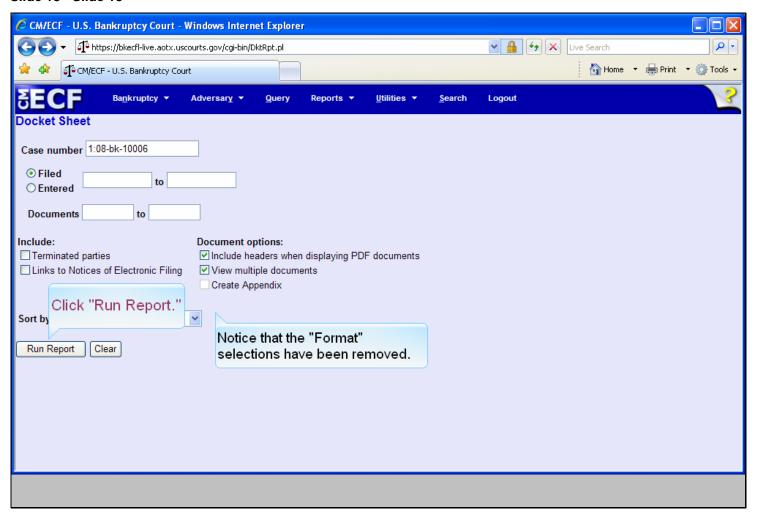
Slide 17 - VIEW MULTIPLE DOCUMENTS



Slide notes

This next feature, "View Multiple Documents", will provide efficiency for users who want to see several pleadings from a case in one combined PDF document. It will no longer be necessary to access and generate each PDF separately from each hyperlink on the docket report. Notice that we will also request header information for the documents on this case. Otherwise, this feature will not display case information and page numbers at the top of each page. PACER users will continue to be charged the standard fee per page. Click the "View multiple documents" check box.

Slide 18 - Slide 18



Slide notes

The "Format HTML" and "Format Text" radio buttons will disappear. The user does not have an HTML vs. text option here. Click the "Run Report" button.

Slide 19 - Slide 19



Slide notes

Next, we need to make our document selections. Press the "Page Down" key on your keyboard.

Slide 20 - Slide 20



Slide notes

The "View multiple documents" option allows the user to select the document(s) that are to be viewed or downloaded. A clear button is provided to "clear" all check marks if one desires to reselect documents. Please select documents 1 through 4 by clicking in the check box to the right of each document number.

Slide 21 - Slide 21



Slide 22 - Slide 22



Slide 23 - Slide 23



Slide 24 - Slide 24



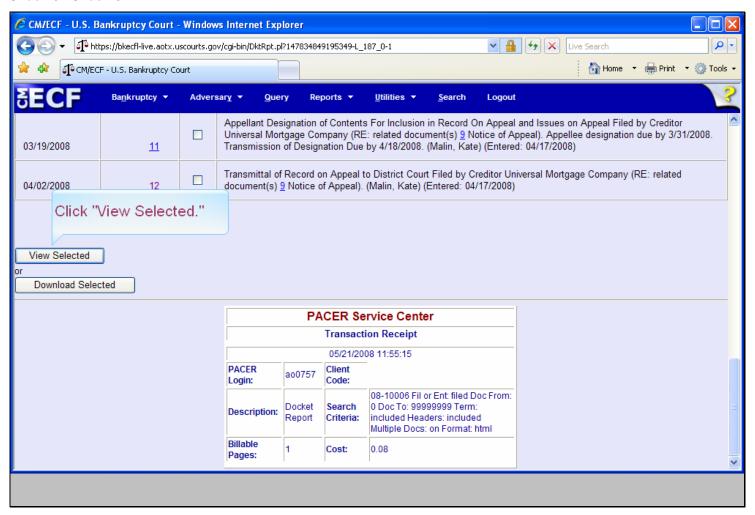
Slide notes

Having made our document selections, we need to move to the end of the Docket Report. Press your "Page Down" key twice.

Slide 25 - Slide 25



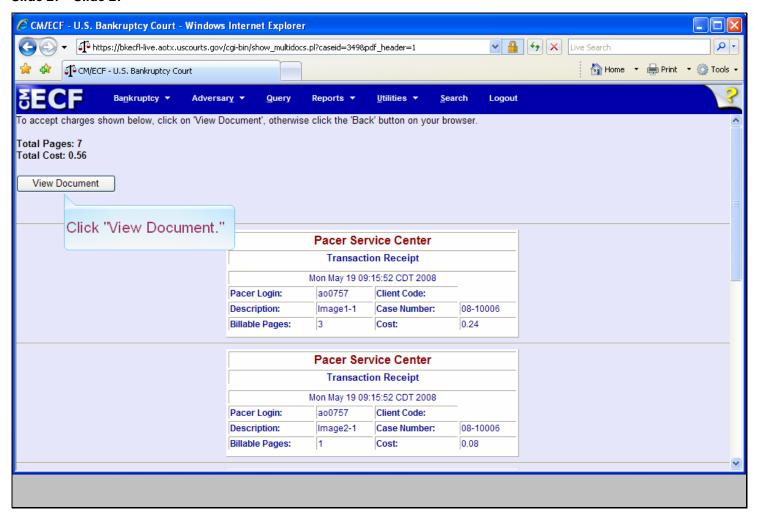
Slide 26 - Slide 26



Slide notes

PACER billing for the Docket Report appears at the bottom. To view the selected documents, click on "View Selected."

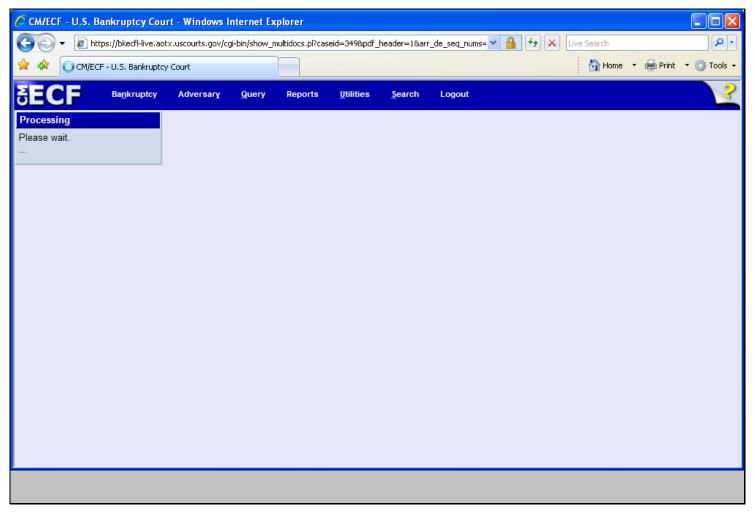
Slide 27 - Slide 27



Slide notes

PACER billing for the selected documents appears with total pages and total cost. Click on "View Document."

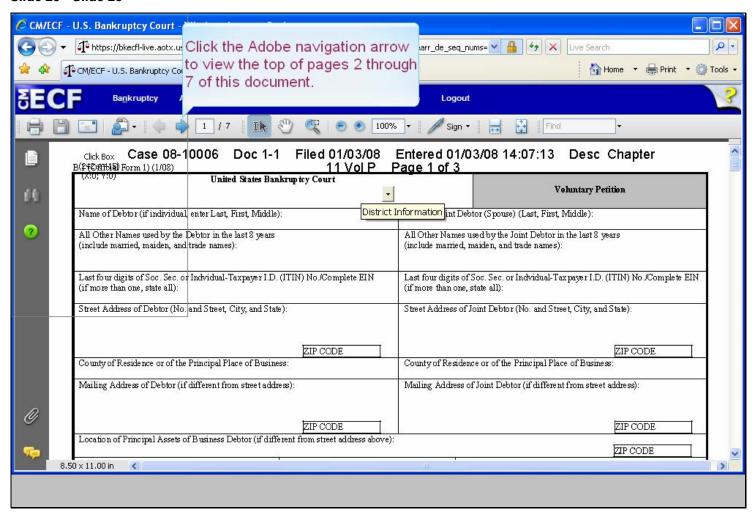
Slide 28 - Slide 28



Slide notes

A Processing screen appears. Processing time will vary depending on the number of documents selected and the length of each document.

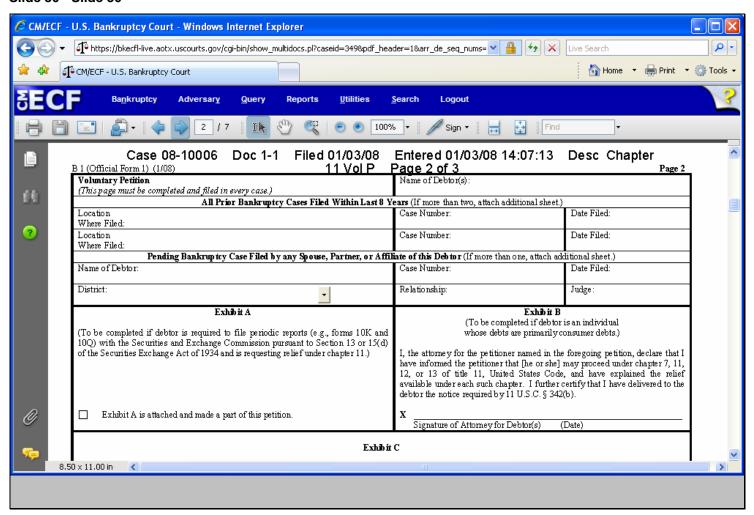
Slide 29 - Slide 29



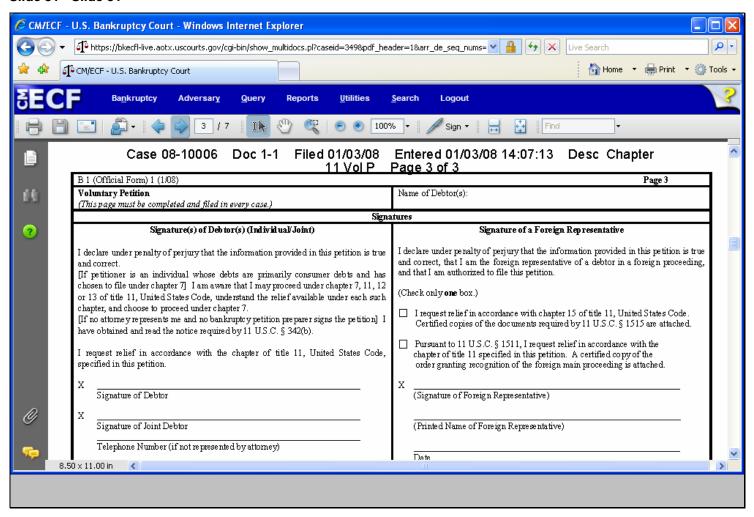
Slide notes

Notice that on the Adobe icon selection bar, page 1 of 7 is shown. The system has taken each PDF document and placed it in this "combined" document so that you may now print or copy the whole document or individual PDF documents. To view the top of each page please click the Adobe navigation arrow. Notice the heading information on each page.

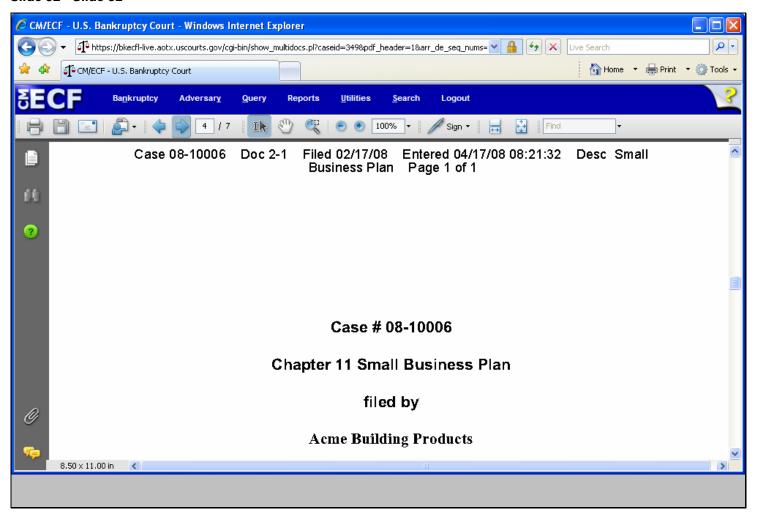
Slide 30 - Slide 30



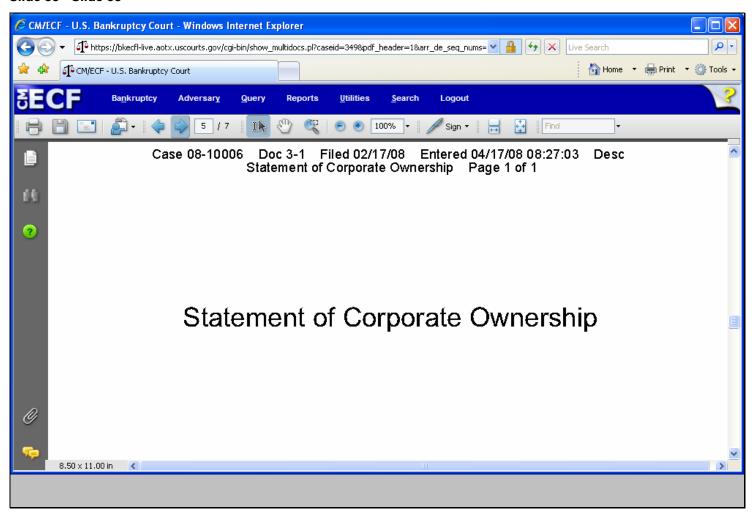
Slide 31 - Slide 31



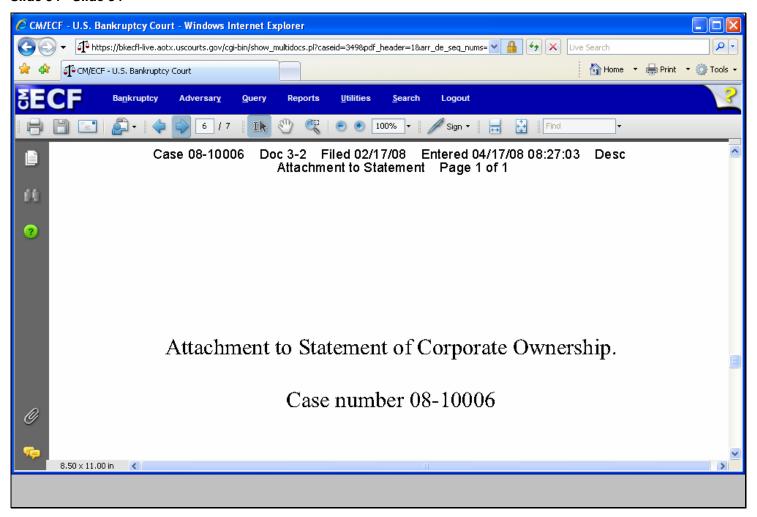
Slide 32 - Slide 32



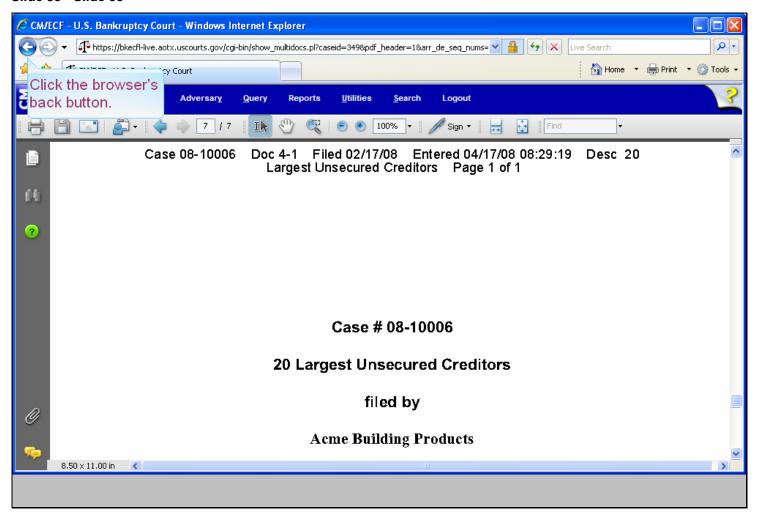
Slide 33 - Slide 33



Slide 34 - Slide 34



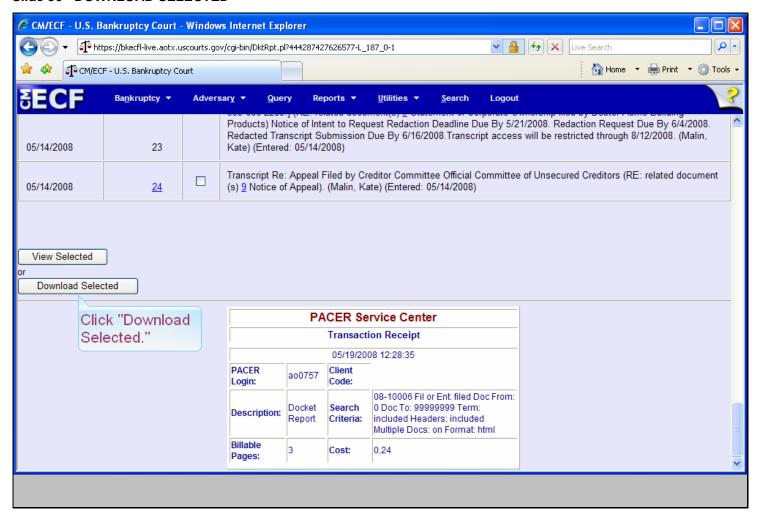
Slide 35 - Slide 35



Slide notes

To return to the Docket Report, click the browser's "back" button.

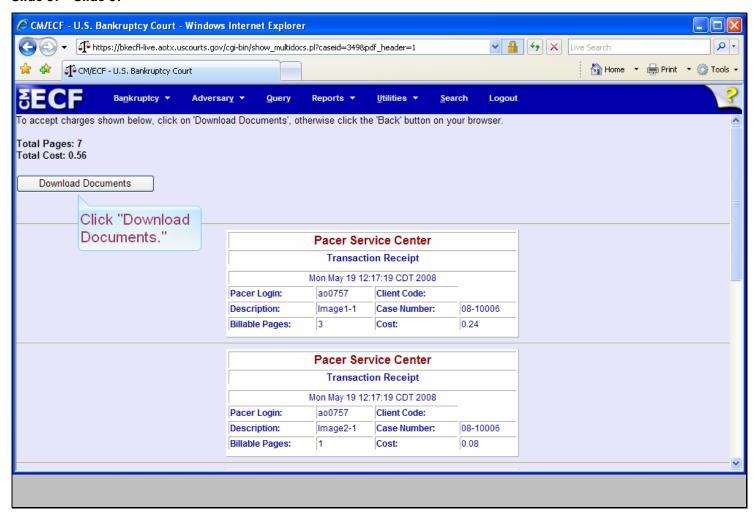
Slide 36 - DOWNLOAD SELECTED



Slide notes

Now we will take a look at downloading these PDF documents. Click the "Download Selected" button

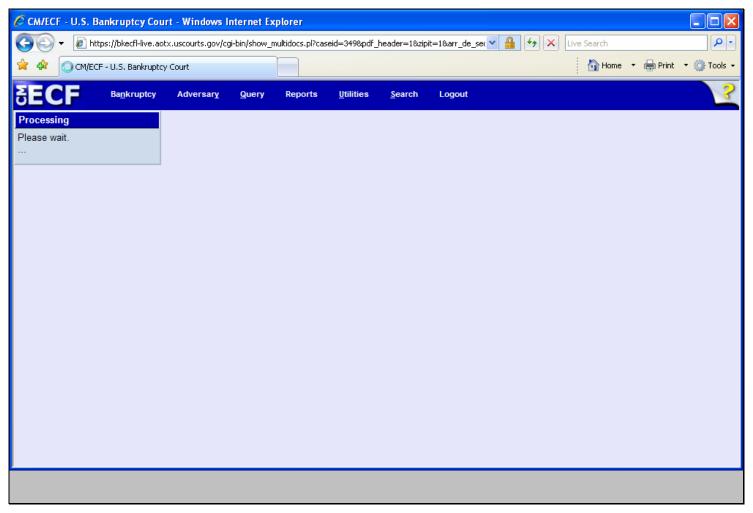
Slide 37 - Slide 37



Slide notes

The PACER Transaction Receipt screen appears and shows the total number of pages and total cost. Click on "Download Documents."

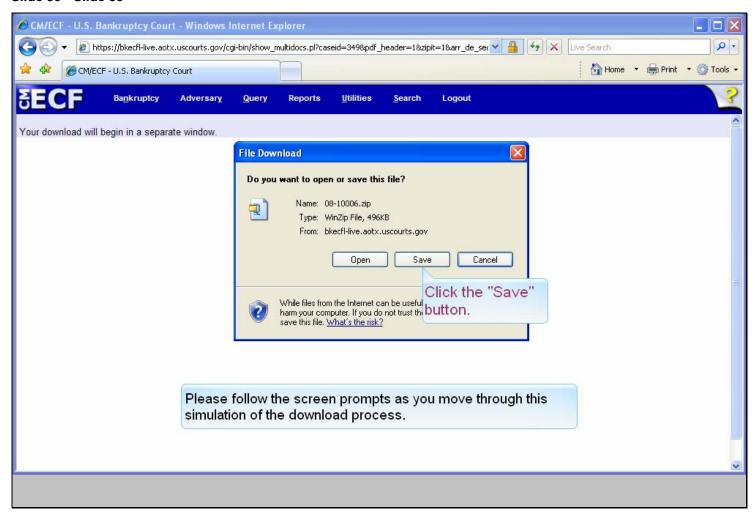
Slide 38 - Slide 38



Slide notes

A "Processing" screen appears. Processing time will vary depending on the number of documents selected and the length of each document.

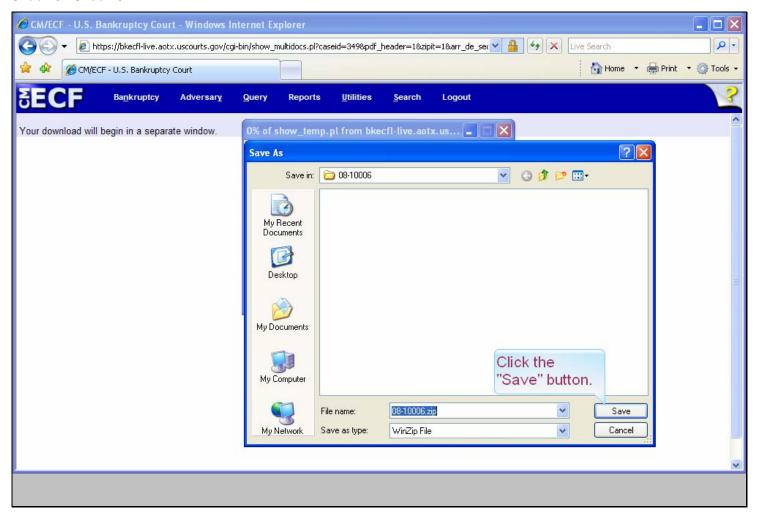
Slide 39 - Slide 39



Slide notes

The "Download Selected" option allows the user to produce a compressed (.zip) file that can be saved to disk. Each document within the compressed file is a separate PDF. This process captures and saves the selected pleadings to your PC in one operation. There are several "zip" programs available. Microsoft's WinZIP is being used here. Notice that the default zip file name is the case number. To continue with this process, click the "Save" button and then follow the screen prompts.

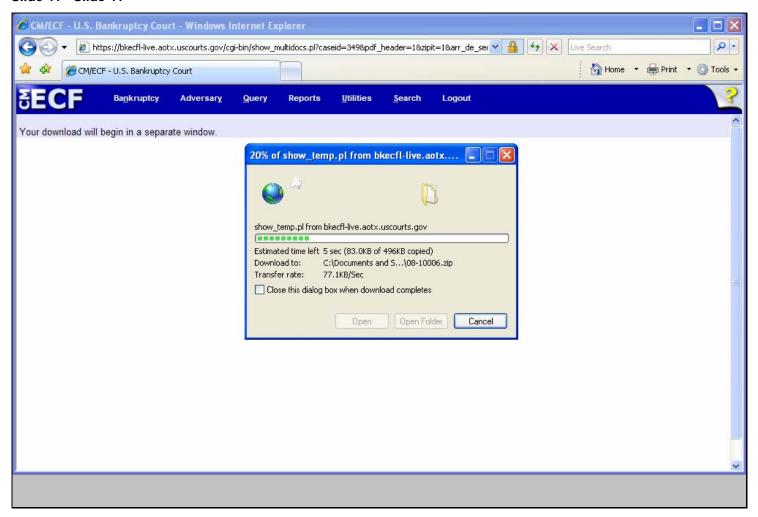
Slide 40 - Slide 40



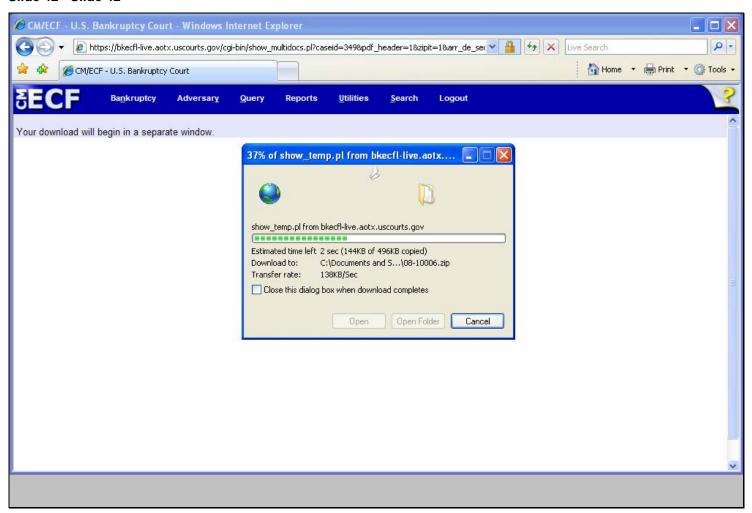
Slide notes

Take care that your zipped file will be saved to your intended folder. Here we are saving the file to a folder named after the case number. Click on the "Save" button.

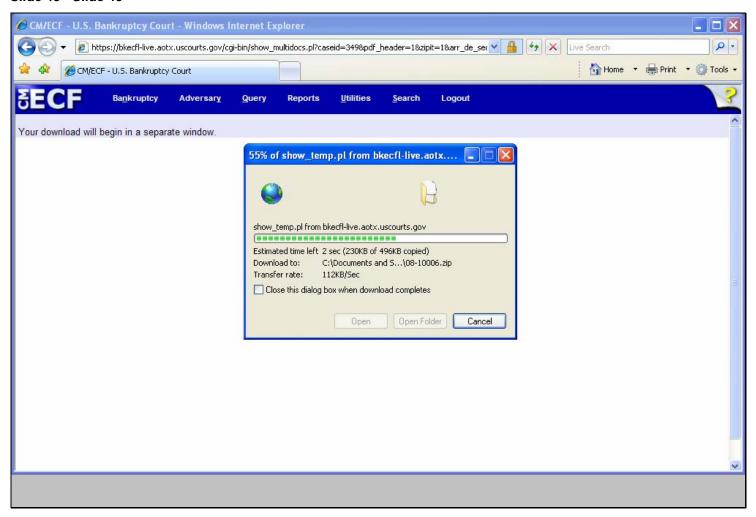
Slide 41 - Slide 41



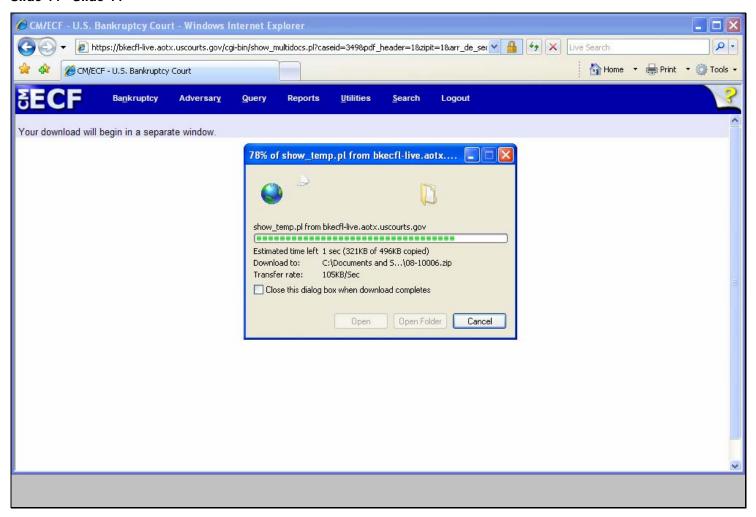
Slide 42 - Slide 42



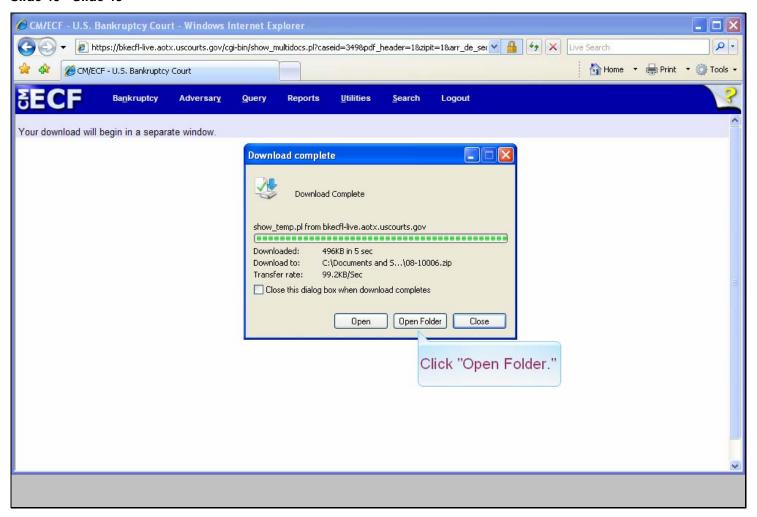
Slide 43 - Slide 43



Slide 44 - Slide 44



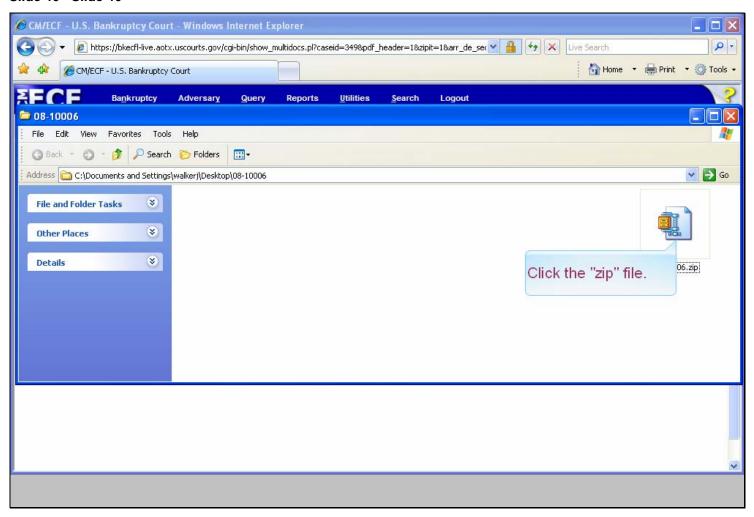
Slide 45 - Slide 45



Slide notes

Now we will open the folder where the 08-10006.zip file was placed. Click "Open Folder."

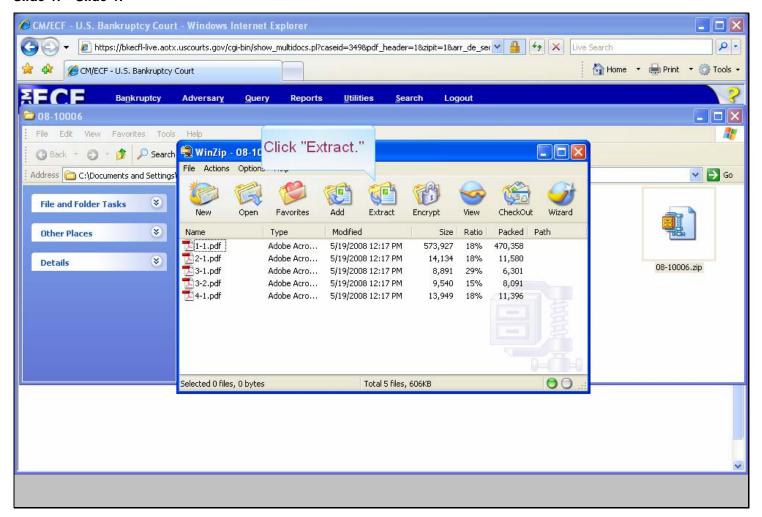
Slide 46 - Slide 46



Slide notes

A zip file contains one or more files that have been compressed. In this manner, many files may be combined and moved as one file. Click on the zip file.

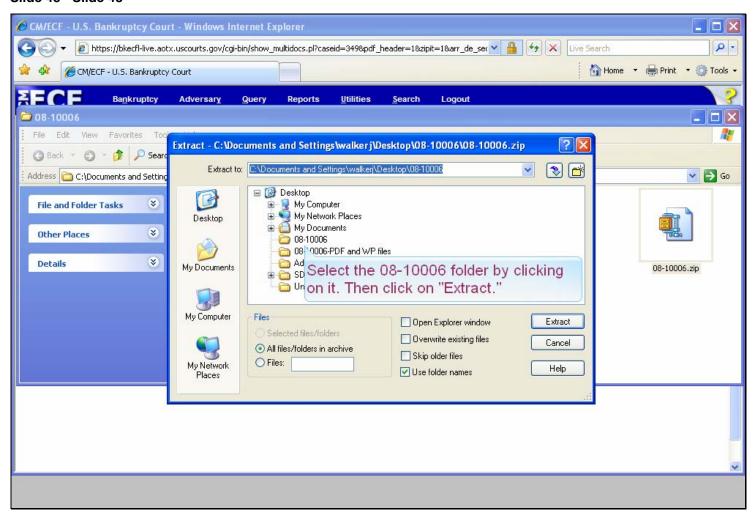
Slide 47 - Slide 47



Slide notes

Here we are extracting or "taking out" the PDF files that were part of the 08-10006.zip file. Click "Extract."

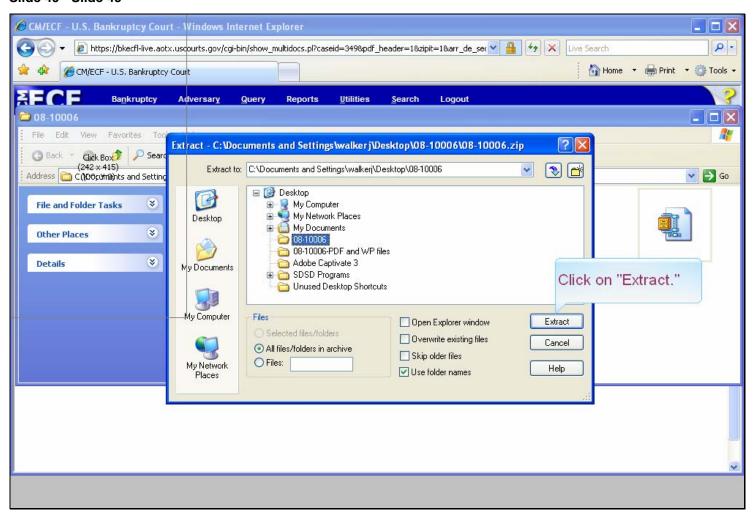
Slide 48 - Slide 48



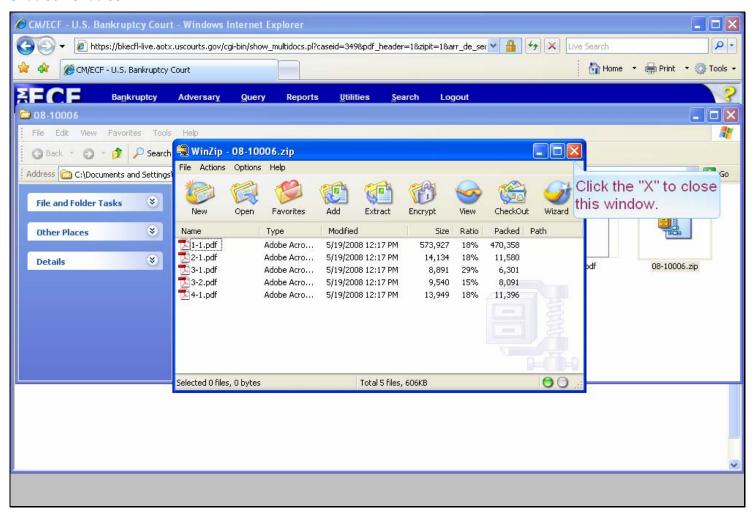
Slide notes

We will select a location folder in which to place the extracted PDF files. In this case we will place the files in a folder named after the case number which resides on the Desktop of this PC. Click on the "08-10006" folder and then click on the "Extract" button.

Slide 49 - Slide 49



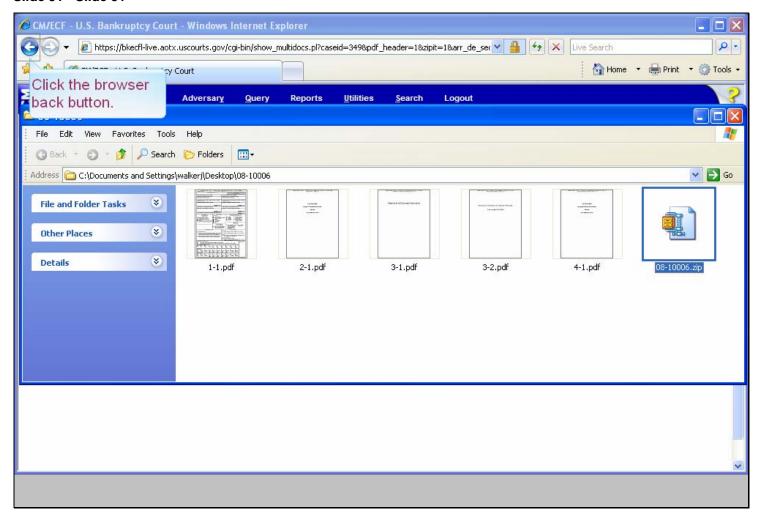
Slide 50 - Slide 50



Slide notes

These are the extracted PDF files. Let's make sure they went to the correct folder. Click the "X" to close this window.

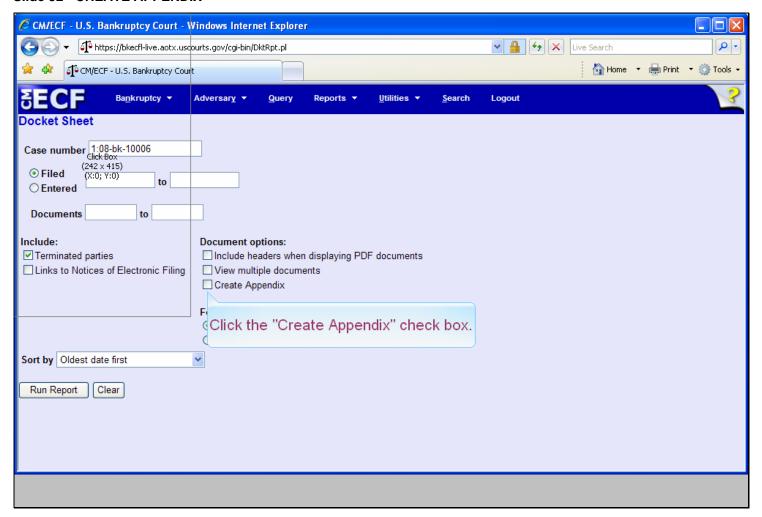
Slide 51 - Slide 51



Slide notes

The PDF files are in the correct location and ready for viewing or printing. Now we need to get back to the Docket Sheet selection menu. Please click on the browser "back" button.

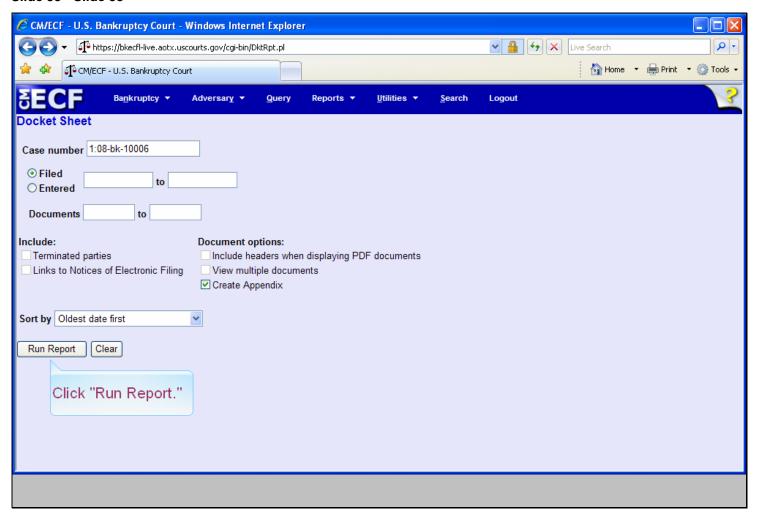
Slide 52 - CREATE APPENDIX



Slide notes

The "Create Appendix" option will produce a single PDF file that includes both a complete docket sheet and images of the document(s) that the user selects. PDF headers will always display with the Create Appendix option. When "Create Appendix" is selected, the Format options disappear and other options become unavailable. To continue, click in the "Create Appendix" check box.

Slide 53 - Slide 53



Slide notes

Notice that the format options have been removed and all other check box selections are unavailable. Click on "Run Report."

Slide 54 - Slide 54



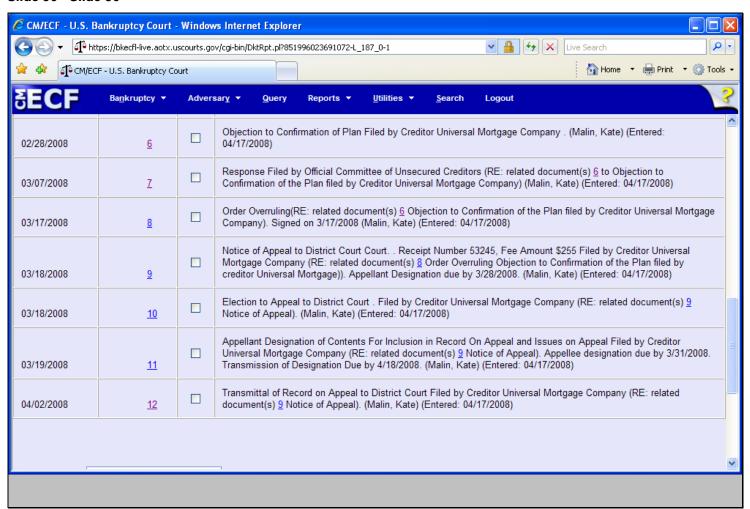
Slide notes

To select the documents we want to include in this Appendix, press the "Page Down" key twice.

Slide 55 - Slide 55



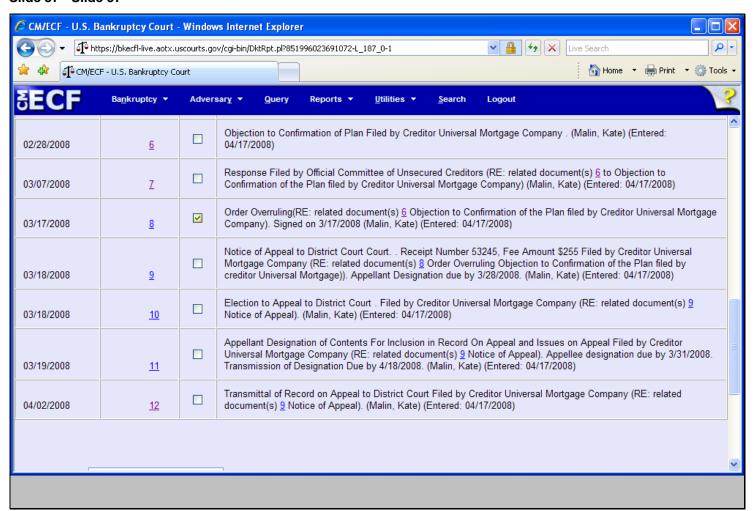
Slide 56 - Slide 56



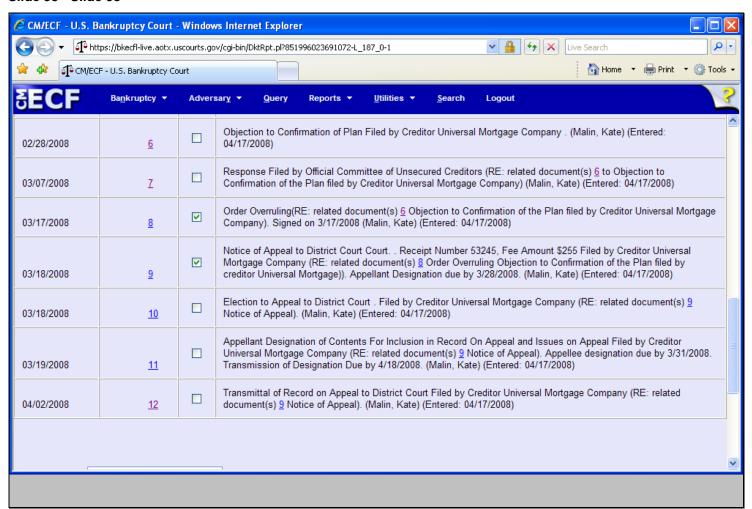
Slide notes

We are going to select three PDF documents for inclusion in this Appendix. Please click in the box next to documents 8, 9, and 11 and then press the "Page Down" key once to move to the bottom of the Docket Report.

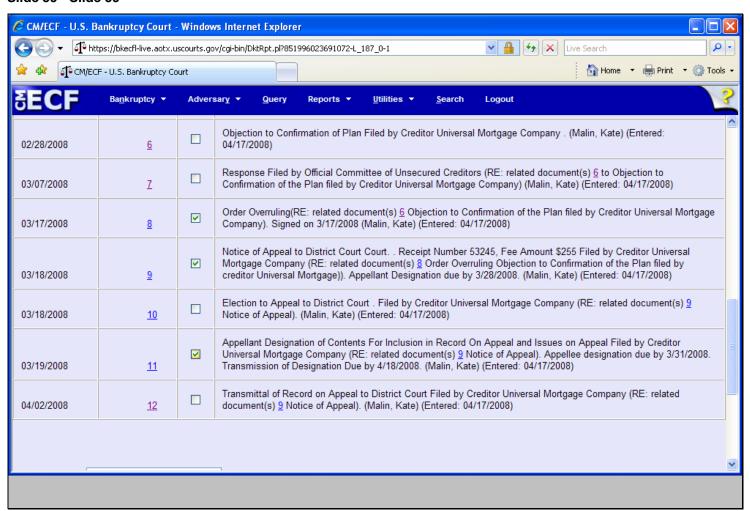
Slide 57 - Slide 57



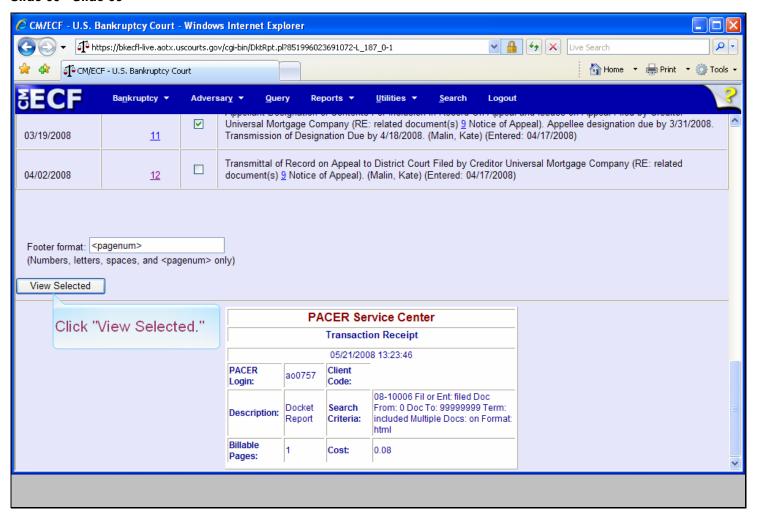
Slide 58 - Slide 58



Slide 59 - Slide 59



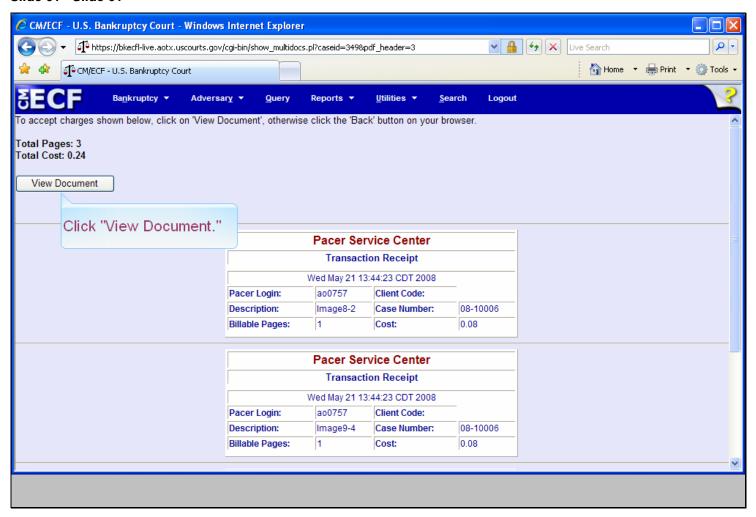
Slide 60 - Slide 60



Slide notes

At the bottom of the report, the user is given the opportunity to create footer information for each page of this document. The default is the page number and additional information may be entered in the Footer format box. Click on "View Selected."

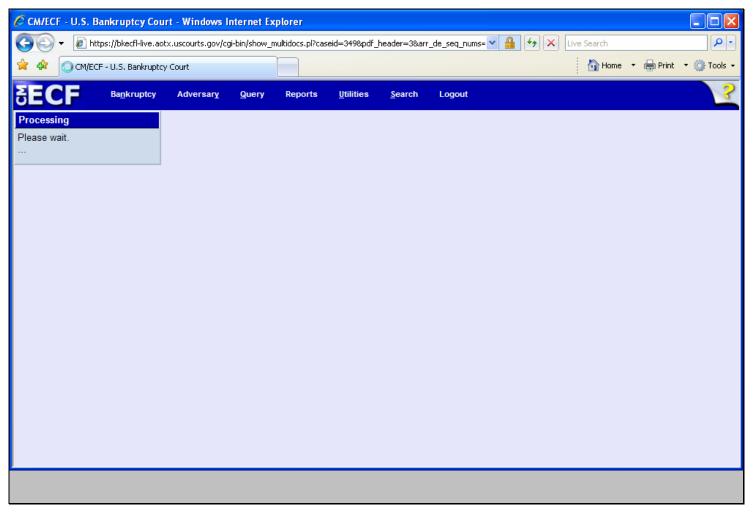
Slide 61 - Slide 61



Slide notes

PACER billing appears. Click on "View Document."

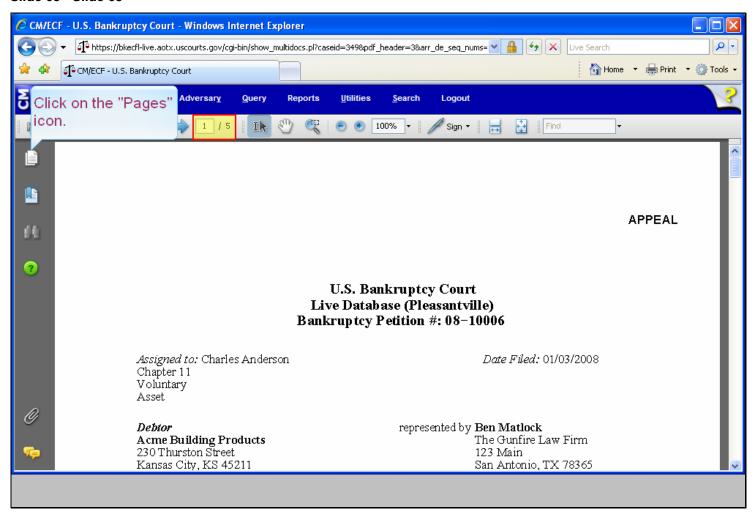
Slide 62 - Slide 62



Slide notes

The "Processing" screen appears.

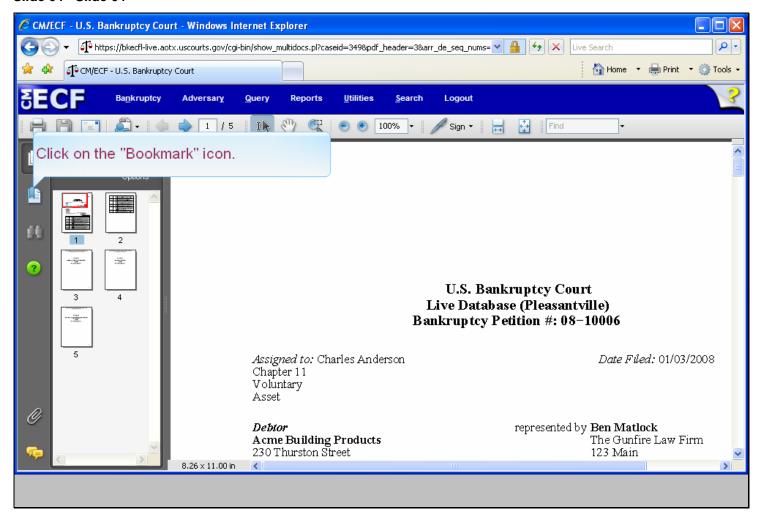
Slide 63 - Slide 63



Slide notes

Notice that we now have a five page PDF document which contains the docket report and each PDF document that was selected. The adversary case docket report is not included in the Appendix docket report for the main case. Users must produce separate files to receive both docket sheets. To visualize specific pages within this document one may use the Adobe "thumbnail images" selection. Click on the "Pages" icon.

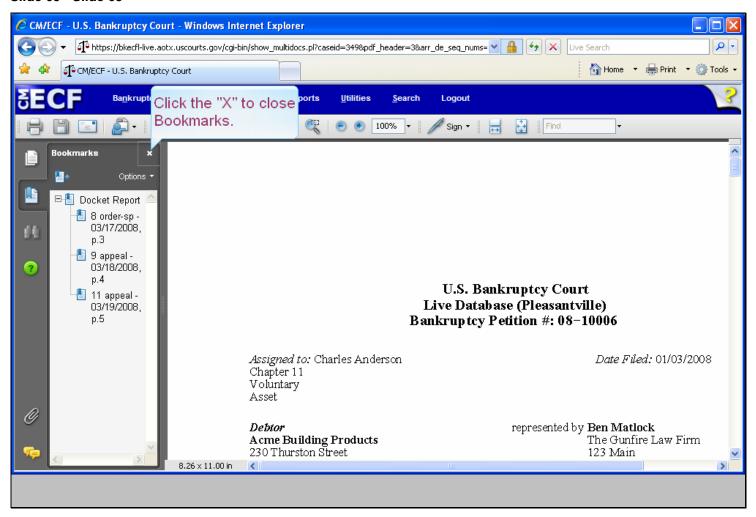
Slide 64 - Slide 64



Slide notes

Each page is displayed for easier reference and navigation. Clicking on a page icon will take you to that page or to go to each document you might use the "Bookmark links" option. Click on the "Bookmark" icon.

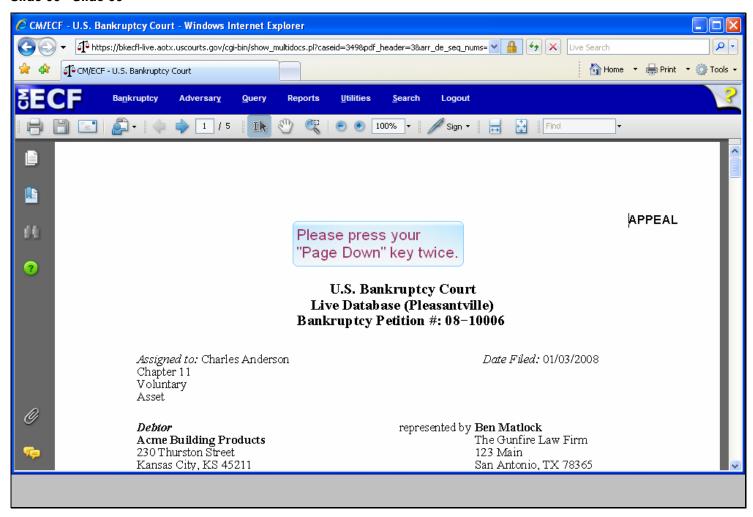
Slide 65 - Slide 65



Slide notes

Each document is book marked separately. To immediately view document number 9, one would click on that bookmark. You will be using the Adobe navigation arrow to page through this document. Close the "Bookmarks" option by clicking on the "X.

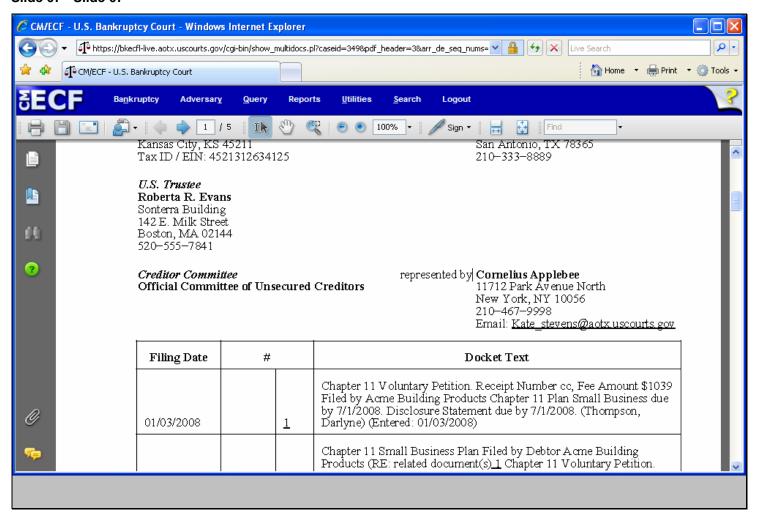
Slide 66 - Slide 66



Slide notes

This is the first page of the docket sheet. To go to the bottom of this page press your "Page Down" key twice.

Slide 67 - Slide 67



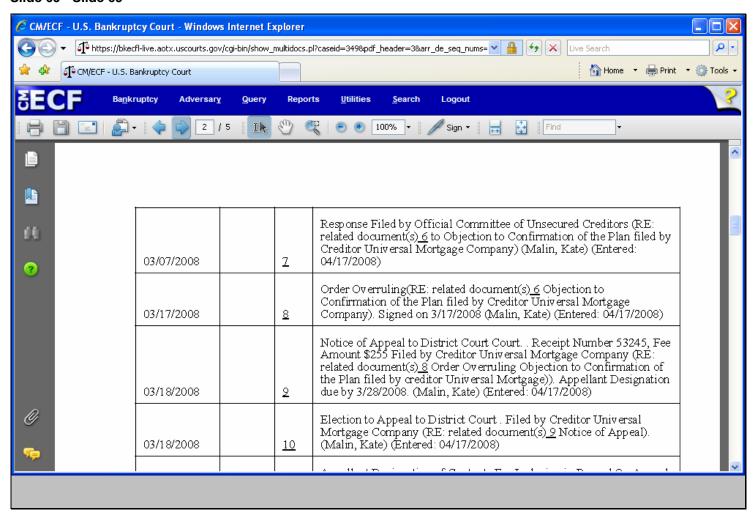
Slide 68 - Slide 68



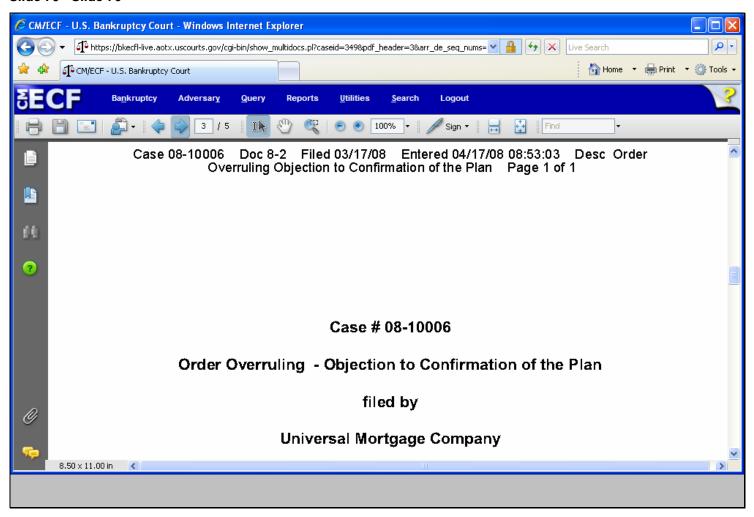
Slide notes

Notice the default location for the Footer page number. To move to pages 2 through 5, press your "Page Down" key once for each page.

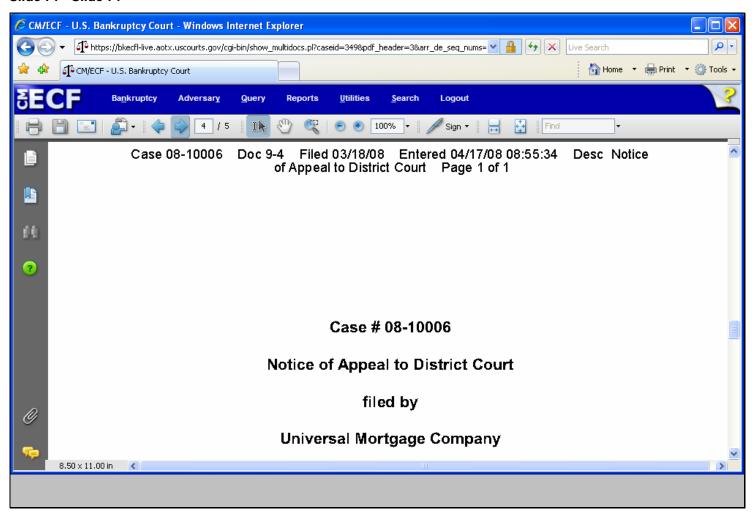
Slide 69 - Slide 69



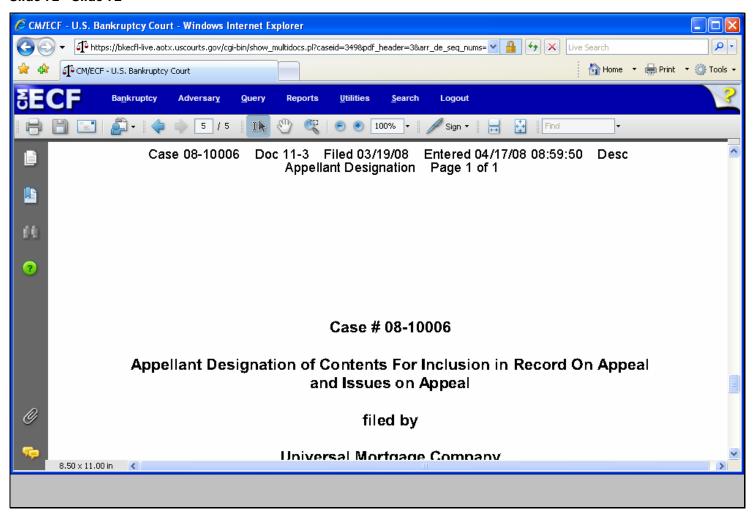
Slide 70 - Slide 70



Slide 71 - Slide 71



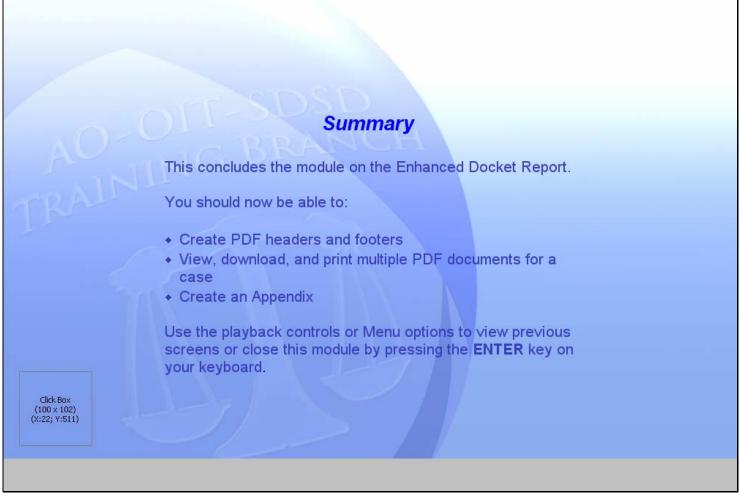
Slide 72 - Slide 72



Slide notes

Press your "Page Down" key to complete this module.

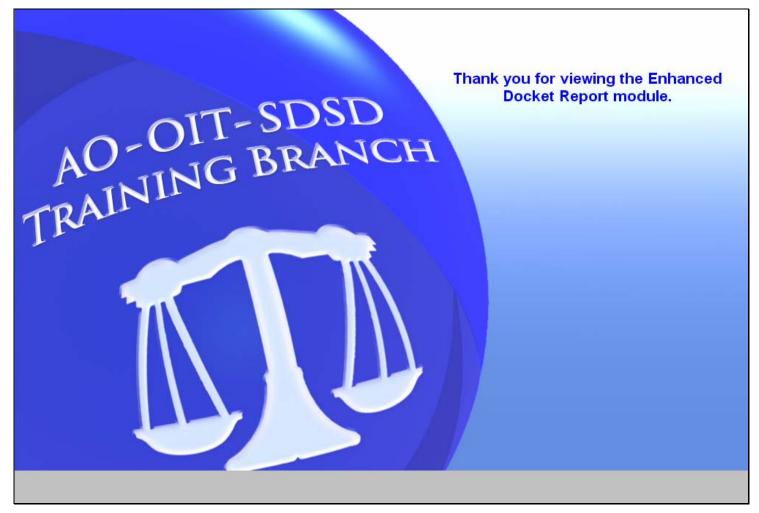
Slide 73 - Summary



Slide notes

In summary, you have covered the creation of PDF headers and footers. Viewing, downloading and printing of multiple PDF documents was discussed. Finally, you have seen the creation of an Appendix. You may return to any part of the lesson by choosing a selection from the MENU or you may close this module by pressing the ENTER key or select EXIT from the MENU.

Slide 74 - Exit



Slide notes

Thank you for viewing the Enhanced Docket Report module.