

## ENHANCED DOCKET REPORT

### General Information

Three new options are now available when creating a docket report:

1. Headers with case information on PDF documents
2. Multiple PDF documents combined into one PDF file
3. One file of selected PDF documents to create an appendix

This is how the Docket Sheet selection will appear for PACER users.

The screenshot shows the ECF Docket Sheet form. At the top is a dark blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Docket Sheet" in blue. The form contains several input fields and checkboxes. The "Case number" field is filled with "4-06-bk-1" and has a "Find This Case" button next to it. There are radio buttons for "Filed" (selected) and "Entered". The "Filed" section has two date input fields: "3/7/2005" and "6/6/2008", with a "to" label between them. Below this is a "Documents" section with two empty input fields and a "to" label. The form is divided into three sections: "Include:", "Document options:", and "Format:". The "Include:" section has checkboxes for "Terminated parties" and "Links to Notices of Electronic Filing". The "Document options:" section has checkboxes for "Include headers when displaying PDF documents", "View multiple documents", and "Create Appendix". The "Format:" section has radio buttons for "HTML" (selected) and "Text". At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first", a "Run Report" button, a "Clear" button, and a checkbox for "Make these options my default".

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

### Docket Sheet

Case number

**Filed**  to

**Entered**

Documents  to

**Include:**

Terminated parties

Links to Notices of Electronic Filing

**Document options:**

Include headers when displaying PDF documents

View multiple documents

Create Appendix

**Format:**

HTML

Text

Sort by  ▾

Make these options my default.

## PDF Headers (Footers)

Case information will be displayed on the PDF documents when the document is opened from the docket report or the claims register. The original PDF file is not changed, only the way it looks when opened. If the document opened is printed, the headers will also be printed at the bottom of the document.

In order to have this information displayed on the document, you will need to check the box "Include headers when displaying PDF documents" under Document Options on the Docket Sheet.

### Docket Sheet

Case number	<input type="text" value="4-06-bk-1"/>	<input type="button" value="Find This Case"/>
<input checked="" type="radio"/> Filed	<input type="text" value="3/7/2005"/>	to <input type="text" value="6/6/2008"/>
<input type="radio"/> Entered		
Documents	<input type="text"/>	to <input type="text"/>
<b>Include:</b>	<b>Document options:</b>	
<input type="checkbox"/> Terminated parties	<input checked="" type="checkbox"/> Include headers when displaying PDF documents	
<input type="checkbox"/> Links to Notices of Electronic Filing	<input type="checkbox"/> View multiple documents	
	<input type="checkbox"/> Create Appendix	
	<b>Format:</b>	
	<input checked="" type="radio"/> HTML	
	<input type="radio"/> Text	
Sort by	<input type="text" value="Oldest date first"/>	<input type="button" value="v"/>
<input type="button" value="Run Report"/>	<input type="button" value="Clear"/>	<input type="checkbox"/> Make these options my default.

Once you run the docket report, click on a document to view it. The header will contain the case number, the document number, the date it was filed, and the date and time it was entered on the docket.

Case 4:06-bk-00001-EWH Doc 19 Filed 08/09/06 Entered 08/09/06 09:02:38 Desc  
suminvol Page 1 of 1

#### UNITED STATES BANKRUPTCY COURT DISTRICT OF ARIZONA

In re: Case No.: 4:06-bk-00001-EWH  
BE MY VALENTINE Chapter: 7  
123 HEART STREET  
TUCSON, AZ 85730  
SSAN:  
EIN:

Debtor(s)

SUMMONS TO DEBTOR IN INVOLUNTARY CASE

The number of pages will also be displayed, and in this case, it also displayed a brief description of the document. This will occur when using court forms entries when the item is docketed. For documents received from outside users, the information will appear as follows.

Case 4:06-bk-00001-EWH Doc 14 Filed 03/07/06 Entered 03/07/06 12:00:18 Desc  
Main Document Page 1 of 2

**Claims PDF Information**

When the information is displayed on the claim after it is opened, besides the case number, the date filed, and the number of pages, it will also contain the Claim Number.

B10 (Official Form 10) (12/07) Case 4:05-bk-00079-JT Claim 9-1 Filed 06/03/08 Desc Main Document Page 1 of 2 AZB

UNITED STATES BANKRUPTCY COURT		DISTRICT OF ARIZONA		PROOF OF CLAIM
Name of Debtor:			Case Number:	
NOTE: <i>This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A request for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.</i>				
Name of Creditor (the person or other entity to whom the debtor owes money or property):			<input type="checkbox"/> Check this box to indicate that this claim amends a previously filed claim.	
Name and address where notices should be sent:				

## Multiple PDF Documents Combined into One PDF File

This feature will allow you to view or print each PDF document from the docket report separately. Again, you will need to check the box “View multiple documents” before you run your report.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

### Docket Sheet

Case number

Filed  to   
 Entered

Documents  to

**Include:**  
 Terminated parties  
 Links to Notices of Electronic Filing

**Document options:**  
 Include headers when displaying PDF documents  
 View multiple documents  
 Create Appendix

Sort by  ▾

Make these options my default.

This feature combines all PDF documents on the docket sheet or you may select certain PDF documents to be viewed or printed. These documents can also be saved to a zipped file. PACER users will incur the normal charges per page. In order for this feature to work, you must click on the “View multiple documents” box which adds an extra column to the docket report between the docket entry number and the docket text. You may select to see all documents, click on the box next to the docket entry or clear the check marks you may have previously made.

Filing Date	#	Select <a href="#">all</a> / <a href="#">clear</a>	Docket Text
02/14/2006	<a href="#">1</a>	<input type="checkbox"/>	Chapter 7 Voluntary Petition, Schedules and Statements (except for those listed below). The mailing list of creditors if not uploaded when the petition was filed, must be uploaded no later than 5 calendar days from the date of the filing of the petition. In an individual debtor case, if the credit counseling certificate, certificate or exigent circumstances or application to waive credit counseling requirement was not filed with the petition, it must be filed within 5 days from the date of the filing of the petition. Failure to timely make the filing or upload, may result in dismissal of the case without further notice. Electronic Filing Declaration due 3/6/2006, filed by TESTY ATTORNEY of ATTORNEYS R US on behalf of BE MY VALENTINE (ATTORNEY, TESTY) (Entered: 02/14/2006)
02/14/2006	<a href="#">2</a>	<input type="checkbox"/>	Motion for Relief from Stay (150.00 fee) filed by TESTY ATTORNEY of ATTORNEYS R US on behalf of STUPID CUPID. (ATTORNEY, TESTY) (Entered: 02/14/2006)
02/14/2006	<a href="#">3</a>	<input type="checkbox"/>	Notice of Motion for Relief from Stay filed by TESTY ATTORNEY of ATTORNEYS R US on behalf of STUPID CUPID Objections/Responses due by 3/6/2007.,(ATTORNEY, TESTY) (Entered: 02/14/2006)
02/14/2006	<a href="#">4</a>	<input type="checkbox"/>	Objection filed by TESTY ATTORNEY of ATTORNEYS R US on behalf of BE MY VALENTINE (related document(s) <a href="#">2</a> ). (ATTORNEY, TESTY) (Entered: 02/14/2006)
			Notice of Preliminary Hearing filed by TESTY ATTORNEY of ATTORNEYS R US on behalf of STUPID

After you have selected the documents whether by clicking on separate boxes, or clicking on “all”, you can either view the documents or download all of the documents to a zipped file.

05/30/2007	<input checked="" type="checkbox"/> <a href="#">36</a>
01/14/2008	<input checked="" type="checkbox"/> <a href="#">37</a>

or

Once you click on View Selected, whether you have chosen to view one or several documents, a file will open containing all of the pages together. You can move through the documents to view them with your Adobe navigation arrow. The option to have the PDF header at the bottom each page using the multiple documents is also available, as shown below.

## UNITED STATES BANKRUPTCY COURT DISTRICT OF ARIZONA

As shown below, if the document you are viewing has an attachment, you are given the option to view all of the documents as one or to save the documents to a zipped file.

The screenshot shows the CM/ECF Document Selection Menu. At the top is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is the title "Document Selection Menu" and the heading "Multiple Documents". The instruction "Select the document you wish to view." is followed by a table with two columns: "Part" and "Description". The table lists two documents: Part 1, "Main Document" (4 pages) and Part 2, "Pleading Certificate" (1 page). Below the table, there are two buttons: "View All" and "Download All", with the text "5 pages" to the right of the "Download All" button.

Part	Description	
<a href="#">1</a>	Main Document	4 pages
<a href="#">2</a>	Pleading Certificate	1 page

or  5 pages

## Create Appendix

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

### Docket Sheet

Case number

Filed  to   
 Entered

Documents  to

**Include:**  
 Terminated parties  
 Links to Notices of Electronic Filing

**Document options:**  
 Include headers when displaying PDF documents  
 View multiple documents  
 Create Appendix

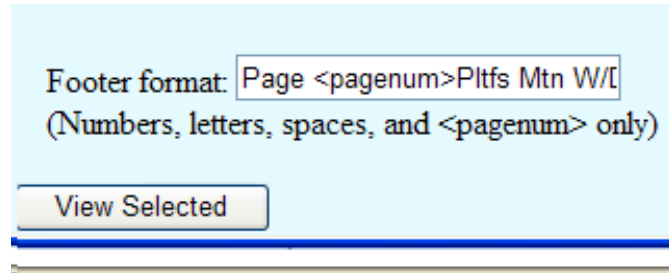
Sort by  ▾

Make these options my default.

This option produces a single PDF file that includes both a complete docket sheet and images of the documents that you select (with PDF headers). After you click Run Report you are presented with a screen for selecting entries that matched the date and document number criteria. After selecting the documents to be viewed, click on View Selected which will contain footer information with the number of the page only displayed in the lower right-hand corner. Please note that if you have selected a large number of PDF's for viewing, it may take extra time to process the PDF's. Footer information is also included on the documents.

Footer format:   
(Numbers, letters, spaces, and <pagenum> only)

Although the Footer format defaults to <pagenum>, it possible to customize your footer information by using either spaces, numbers or letters only. Other types of characters will not be recognized by the system.



Following is how the above information would appear on the lower right-hand side of the documents being viewed

Page 1Pltfs Mtn WD

A single PDF is created from multiple documents by the “View multiple documents” and “Create Appendix” options. Each of the documents in the consolidated PDF may include links to other CM/ECF documents. The links in the consolidated document are the same as those in the original documents, so clicking one will display the referenced document in a new window, even if the referenced document is included in the consolidated PDF; you would thereby incur an additional fee. To avoid additional fees, you should check the link description and look for the referenced document in the consolidated document rather than clicking the link.