

## Activity in My Case Report

There is a new report available for electronic filers in the Texas Western BK Court. It is titled "Activity In My Cases Report" and is located under the Reports menu. This report allows any electronic filer to view the filing activity in cases in which they are a party for a specific date range. This is very helpful in the event that their e-mail notifications are missing due to a problem with their internet service provider or they accidentally deleted it. Here's how it works:

1. [Click] **Reports** on the **CM/ECF Main Menu** bar, then [Click] the **Activity In My Cases Report** hyperlink on the Reports screen. A **Date Range Selection** screen appears (see Figure 1).



The screenshot shows the 'Date Range Selection' screen in the CM/ECF system. The header is blue with the 'ECF' logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout. The main content area is orange and titled 'Summary of ECF Activity'. It contains two date range selectors: 'From' (Feb 4 2007) and 'To' (Mar 4 2007). Below these are radio buttons for 'Summary Text' and 'Full Text' (selected). A 'Run Report' button is at the bottom.

Figure 1

2. Use the drop downs to select the FILED date range for documents to appear on the report. Click the radio button for Summary Text or Full Text based on your preference then [Click] **Run Report**. An Activity in My Cases Report appears (see Figure 2). Figure 2 shows the report with the Full Text option selected.

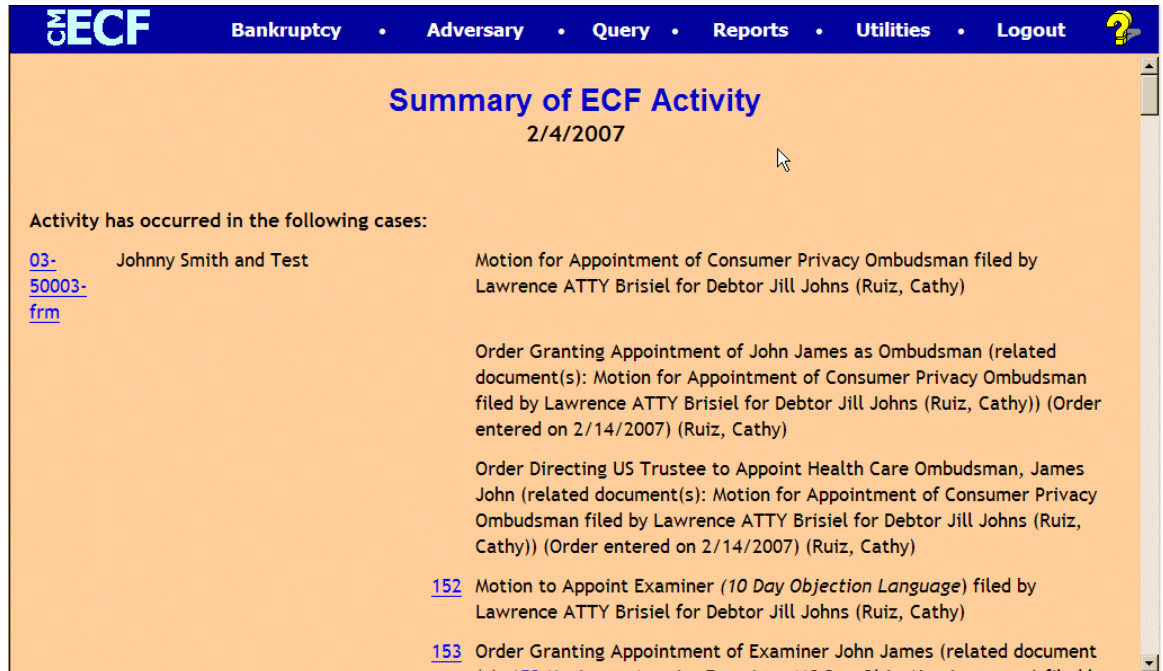


Figure 2

The report shows the following:

**Case Number** hyperlinks. [Click] **Case Number** hyperlinks to view case **Docket Reports**.

Case styles.

**Document Number** hyperlinks. [Click] **Document Number** hyperlinks to view the document PDF.

Docket text.

NOTE: Non-court filers will be required to log on to PACER to view **Docket Reports** and **Document PDF's**.