

Query

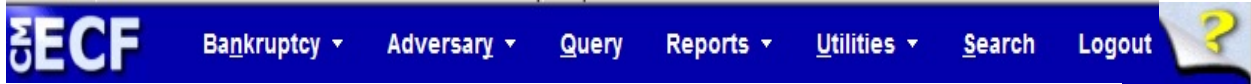


Figure 1

“Query” is one of the main items on the blue banner Main Menu (Figure 1) that appears immediately after a user logs in. A user can search for a particular case or adversary proceeding by its case number, or search for a case or cases in which an individual or other entity has appeared. A user can find the desired case by using any combination of the available fields shown below in Figure 2.

The image shows a web form titled 'Query' with a light green header. Below the header is a section titled 'Search Clues' with a grey background. The form contains several input fields: 'Case Number' (a text box), 'Last / Business Name' (a text box with examples 'Desoto, Des*t' to its right), 'First Name' (a text box), 'Middle Name' (a text box), 'SSN / ITIN' (a text box), 'Tax ID / EIN' (a text box), and 'Type' (a dropdown menu). Below these fields are two checkboxes: 'Open cases' and 'Closed cases'. At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

Figure 2

Search Clues Screen

- STEP 1.** A user may search by Case Number, Last/Business Name, SSN/ITIN, or Tax ID/EIN. Values may be entered in the First Name, Middle Name, and/or Type fields to help narrow a Last Name search. If desired, the search can be made for open cases only or closed cases only.
- STEP 2.** To Search by **Case Number**, click the case number field and enter the case number (YY-NNNNN for bankruptcy case or YY-NNNN for adversary proceeding).

- Click on **Run Query** to continue or **Clear** to reselect the criteria.

STEP 3. To search by **Party Name**, click inside the Last Name field and enter the appropriate information. [**Note:** Users can enter the full last name or a portion thereof using the “*” only for missing interior letters per the example in *Figure 2*.]

- To further limit the name search, select a specific party type from the drop-down box in the **Type** field.
- When all of the search clues have been entered, click **Run Query** to continue or **Clear** to remove all the entries and begin again.

Results of Search

STEP 1. If more than one person record fits the search data, all will display as hyperlinks. Click on the name desired, and a list of associated cases will appear. Next, click on a case number, and a brief summary will appear at the top of the screen with a list of hyperlinked options.

STEP 2. Select a desired hyperlink from the following options:

- Alias** - Displays all aliases associated with the debtor(s).
- Associated Cases** - Displays other bankruptcy cases or adversary proceedings associated with the specific case, if any.
- Attorney** - Displays all attorneys associated with the case except for those who have only filed claims.
- Case Summary** - Displays a summary of basic case information which includes dates filed, discharged, dismissed, or converted, names of debtor(s), debtor's attorney, trustee, and other information.
- Claims Register** - Displays a claims register which can be generated by Creditor Type, Creditor Name, Creditor Number, Claim Number(s), and Dates(s) Filed/Entered. Two levels of sort are provided.
- Creditor** - Displays a list of all creditors in the case.
- Creditor Mailing Matrix** - Displays a creditor mailing matrix with or without special mailing groups in either 3 columns format, or raw data format.

- Deadline/Schedule** - Displays deadlines/hearings set in a case. This report has multiple sort features, a hyperlink to the actual PDF document, and a radio button to related filings.
- Docket Report** - Displays the official case docket. It has multiple sorting options, including sort by File Date or Entered on the Docket Date, but for best results, use the "File Date" option. The docket report that is displayed may then be printed.
- Filers** - Displays a list of entities who have filed something in the case (NOT including those who have only filed claims) and the date the entity was added to the case. Clicking on the name of an entity will bring up a list of documents filed by that entity, with a hyperlink to docket information for each entry and any related entries on the docket.
- History/Documents** - Displays listing of entries/documents made or filed in a case, with sorting options, docket text if desired, and hyperlinks to view the actual PDF documents.
- Notice of Bankruptcy Case Filing** - Displays a *Notice of Electronic Case Filing* with the date and time of filing, and a court seal affixed to prove authenticity. This notice can be printed to show third parties.
- Party** - Displays the names and addresses of all parties who have filed anything in the case (NOT including those who have only filed claims) with the name and address of any attorney who represents them.
- Related Transactions** - Displays case transactions in a box and any other transactions to which it is related (linked). The user may select the type of document to include, pending or terminated (or both), and sort using either filed date, entered date, or document number.
- Status** - Displays most current case status (*i.e.*, Confirmed, Closed, Reopened, Converted, etc).
- Trustee** - Displays name of case trustee.

STEP 3. To continue, click on the desired Main Menu item.

STEP 4. To print a report, click on **Print** button or icon from the browser toolbar.