

Public Access to Court Electronic Records



PACER User Manual for ECF Courts

Updated: September 2014

<http://www.pacer.gov>

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Quick Start

1. To establish a PACER account, click **Register** at <http://www.pacer.gov>.
 2. To search for a case, click **Case Search Sign In** and log in.
 - a. If you know the location of the case, go to the [court links](#) page. There, select the court you want. After logging in at a court's Case Management/Electronic Case Filing (CM/ECF) site, click **Query** on the top left. For a business, enter the company name in the **Last Name** field.
 - b. If you do not know the location of a case, you can search a broad range of courts using the PACER Case Locator at <https://pcl.uscourts.gov>.
 3. If you access a **Docket Report** and do not see a link for the docket entry number or an icon next to the docket entry, you must order the documents from the court clerk's office.
-

Overview

This manual provides a detailed description of PACER and CM/ECF, and how they both work. CM/ECF allows all appellate, district, and bankruptcy courts to accept filings and provides access to filed documents.

PACER Features and Benefits

- Twenty-four-hour access to case file documents
- Ability to download and print court documents remotely
- Simultaneous access to case files by multiple parties
- Expanded search and reporting capabilities

CM/ECF Features and Benefits

- Ability to file documents/pleadings electronically with the court
 - Automatic email notices of case activity for parties in a case
 - No delays or added expenses associated with mail or courier services
 - Instant access that allows easier case tracking
 - Less physical storage space and document processing times
 - Secure and reliable
 - Immediately updated and available court dockets
-

PACER Policies and Procedures

You can find a description of PACER's policies and procedures here: https://www.pacer.gov/documents/pacer_policy.pdf. If you have questions, contact the PACER Service Center (PSC) at (800) 676-6856 or pacer@psc.uscourts.gov.

Significant changes to policies and procedures will be posted on the PACER site. You should check regularly for changes, as the account holder automatically agrees to them after posting.

Introduction to PACER

Public Access to Court Electronic Records (PACER) allows users to view, print, or download current and recently closed federal cases. If a document is not available through PACER, you may need to contact the court.

Fees

The PSC does not receive appropriations from the federal government to provide electronic public access services. Instead, Congress directed the Judiciary to fund PACER through user fees. As a result, all registered agencies and individuals are charged \$0.10 per page for PACER searches. This includes searches that yield no matches. In addition, audio files generate a \$2.40 per-file charge.

PACER counts billable pages in three ways:

1. For an html-formatted report, a formula determines the number of pages.
2. For a PDF, the actual number of pages is counted.
3. On the PACER Case Locator (PCL), 54 lines are counted as one billable page.

NOTE: If you accrue less than \$15 of charges in a quarter, fees are waived for that period.

For printed report data from CM/ECF, the print job will not always match the number of pages billed, as settings may vary. All users are charged equally for the same information regardless of settings or printer configurations.

The per-page charge applies whether pages are printed, viewed, or downloaded. The charge for any single document is capped at \$3, or 30 pages. In CM/ECF, most reports obtained through the Reports menu are not case-specific and are not capped at 30 pages.

NOTE: The 30-page cap does not apply to transcripts of federal court proceedings, new case reports, or other non-case-specific reports or searches.

Each court site provides a transaction receipt and options to review billing history. To review transactions from all courts, log in to Manage My Account at pacer.gov and click the View Detailed Transactions option under the Usage tab.

Dockets, Case Reports, and Search Results

Docket reports are generated with the number of pages for a docket sheet before the document is reformatted as a webpage.

Billable pages for docket reports, case reports, and search results are calculated using a formula based on the number of bytes extracted (4,320 bytes = 1 billable page).

NOTE: Docket reports are capped at 30 pages; however, use caution when running case reports, as they are not capped at 30 pages.

Images

PACER websites offer images of documents filed. Images are billed according to the number of pages in PDFs (1 PDF page = 1 billable page).

Usage and Billing

To review PACER usage and billing history on your account:

- 1) Log in to **Manage My Account**.
- 2) Click the **Usage** tab and select the **View Detailed Transactions** option and search using a number of options, including date, court, and client code.

The image shows two overlapping screenshots from the PACER website. The background screenshot is the 'MANAGE MY ACCOUNT' page for user Vincent Richardson. It displays account details: Account Number 3945634, Username vincerich, and Account Balance \$1,467.30. A navigation bar includes tabs for Settings, Maintenance, PAA Maintenance, Payments, and Usage (which is highlighted with a red box). Below the navigation bar, there are links for 'View Quarterly Invoice / Statement of Account' and 'View Detailed Transactions' (also highlighted with a red box). The foreground screenshot is a 'BILLING HISTORY' window. It contains a search form with the following fields: User (vincerich), Sub Users (All), Date (Thu, Aug 28 10:06:40 2014), Court (All Courts), Client Code, and Date Range (08/28/2014 to 08/28/2014). There are also radio buttons for 'Summary' and 'Download', and 'Submit' and 'Reset' buttons. On the right side of the Date Range field, there are links for 'This Month', 'Last Month', 'This Quarter', and 'Last Quarter'.

The PSC bills quarterly and sends a statement by mail or a notice of billing by email, depending on your account preference. Fees are waived when usage is less than \$15 for the quarter. If you use a client code to track client-specific charges, it will appear in the detailed transaction history. The client code will not appear unless it is entered during the transaction.

Online payments can be made at pacer.gov (under Manage My Account), or by calling the PSC at (800) 676-6856 and using VISA, MasterCard, Discover, or American Express.

If you pay by check, please include your account number to ensure payment is posted to the correct account. Send checks to:

PACER Service Center
P.O. Box 71364
Philadelphia, PA 19176-1364

Billing Errors

If you think there is an error on your bill, you must submit the [Credit Request Form](#). Requests may also be faxed to the PACER Service Center at **(210) 301-6441**.

Never include your password with any correspondence. A PSC representative will contact you during the review process.

PACER Registration

The PACER Service Center (PSC) website (www.pacer.gov) allows users to register for PACER, follow links to PACER websites, and review FAQs.

Register

The registration page allows you to choose which type of PACER account you need.



If you are not sure which type of account you need, click **Start** on the Registration Wizard. This tool will help you decide which registration option is best for you.

Use the left panel on the Register page to select which registration you want:

- 1) **PACER:** PACER search-only account provides read-only access for viewing, searching, and printing federal appellate, bankruptcy, and district court documents.
- 2) **Appellate or District/Bankruptcy (Legacy)¹:** Users may register to file electronically (e-file). You may also register for admission to practice in federal courts.
- 3) **Firm Billing:** A PACER Administrative Account (PAA) allows groups or firms to manage multiple PACER accounts for billing purposes.

PACER is the most commonly selected option. From that link, select **Register Now** or **Register for a PACER Account Now**. Then complete the registration form. There is no registration fee.

A screenshot of the 'PACER - CASE SEARCH ONLY REGISTRATION' form. The form is titled 'Account Information' and includes a section for '* Required Information'. The fields include: Prefix (dropdown), First Name, Middle Name, Last Name, Generation (dropdown), Suffix (dropdown), Date of Birth (calendar), Firm/Office, Unit/Department, Address (multiple lines), Room/Suite, City, State (dropdown), Zip/Postal Code, and Country (dropdown set to 'United States of America').

¹ “Legacy” refers to the first generation case management system that was upgraded as of August 9, 2014.

If you:

- Provide a credit card while registering, case search capability is activated upon successful validation of the credit card provided.

NOTE: This same-day registration may not be available on weekends or holidays.

- Do not provide a credit card, an authentication token will be sent by U.S. mail within 7–10 business days to the address provided on the registration.
- Register from outside the United States, type 5 zeroes in the Zip Code field.

Appellate Court E-File Registration (Legacy)

The Federal Judiciary has developed a next generation (NextGen) CM/ECF system functionality that allows you to use the same account for both PACER and electronic filing access. Check the [court links](#) page to see if your court has upgraded to the NextGen functionality.

If you have a legacy PACER account, you must complete a separate ECF registration to request filing privileges via this website. You will not have to register at each court’s website separately; however, you must request e-filing privileges from each court in which you want to file.

Registration for appellate ECF is separate from and in addition to PACER registration. PACER access allows you to view docket reports and documents from a court’s database, while ECF registration allows you to file electronically.

The following description provides instructions on completing an appellate court e-file registration:

Register for an appellate filer account.

When registering for ECF filing, you will choose a username, password, and security question. Then, you may request filing privileges in additional appellate courts. The same login information is used to access CM/ECF in all appellate courts in which you are registered.

PSC forwards the registration to the court.

When your request is complete, the PSC will send it to the court for processing. Document filing and access to restricted cases/documents in a court is not permitted until that court processes the request.

PSC forwards the registration to the court.

Processing time for e-file registration varies from court to court. Once your request is processed, you will receive an email with the court’s determination.

Contact the clerk’s office if immediate access to file documents is needed.

NOTE: Contact and other information updated on this website is sent to each court in which you are registered. You do not need to contact each court to provide new information.

District and Bankruptcy Court E-File Registration

Registration for district and bankruptcy ECF is separate from and in addition to PACER registration. PACER allows you to view docket reports and documents from a court’s database, while ECF registration allows you to e-file.

When you register for a filer account, you must already have a PACER account. Each district and bankruptcy court handles filer registrations individually. To register for filing privileges in one of these courts, you must contact that court directly.

Manage My Account

When you click Manage My Account and log in, the screen below should appear. The following sections discuss each tab and the links on this page.



Settings tab

- Change Username
- Change Password: Passwords must be at least 8 characters, which can contain letters, numbers, and special characters such as underscores, periods, and exclamation points. Password changes are immediate.
- Set Security Information: Setting up security questions allows you to reset your forgotten password. You will be prompted to answer the questions on file to reset your password.
- Go Paperless (Statements): Sign up to receive email notification when your PACER quarterly invoice is ready to view.
- Set PACER Preferences: Set account preferences for use in CM/ECF. This allows you to turn off viewing of transaction receipts and require the use of a client code.
- View Pending Requests to Join a PAA: This option may or may not appear. It displays any requests for you to join a PACER Administrative Account (PAA) for group billing.

Maintenance tab

- Update Personal Information
- Update Address Information
- Check E-File Status: Select a court and court type to check your e-file status in that court. This option will only appear if you have submitted an e-file registration at a court.
- Display Registered Courts: See a list of courts in which you are an accepted e-filer. This option will only appear if you have submitted an e-file registration at a court.
- Attorney Admissions/E-File Registration: Apply to e-file at a participating court.
- Non-Attorney E-File Registration: Non-attorneys (i.e., *pro se* filers, court reports, interested parties, or filing agents) may register for e-file privileges at a participating court.
- Update Delivery Method and Formatting Options: Update notification email method. This option will only appear if you have submitted an e-file registration at a court.
- E-File Registration/Maintenance History: View a list of all your admissions and e-file registration and maintenance requests. This option will only appear if you have submitted an e-file registration at a court.

Payments tab

- Make One-Time Credit Card Payment: Pay PACER account balance or another amount.
- Manage Recurring Payments: Store a credit card as a default payment method for filing and attorney admissions fees, or for automatic billing for PACER fees.

Usage tab

- View Quarterly Invoice/Statement of Account
- View Detailed Transactions: View details about your searches.

PACER Administrative Account

The PACER Service Center (PSC) has developed the PACER Administrative Account (PAA), a consolidated billing and online account management process for groups such as law firms, financial organizations and educational or research institutions. The PAA includes the following features:

- The PAA administrator chooses which accounts to link to the PAA and sends an invite to the individual user.
- The user may link his/her account to the PAA by accepting the request to join the PAA.
- Each user is an account owner and will take that same account to a new firm, where it can be linked to that organization's PAA.
- Individual users make updates to their own account.
- Either the PAA owner or the individual account owner will be able to unlink the account from a PAA when a user leaves.

PAA Administrator

The PAA can only be used for administrative purposes and does not provide access to case information. A PAA administrator is assigned to the PAA on behalf of the organization. This individual is responsible for the firm billing process.

Firm Billing Policies

- All charges associated with each individual PACER account are billed to the PAA.
- Total charges for all associated PACER accounts must be less than \$15 per quarter in order for the PAA to qualify for the \$15 waiver.
- The organization or firm is financially responsible for all associated PACER accounts.
- If the balance due on the PAA is not paid in full each quarter, access to the PACER service is suspended for all associated PACER accounts.
- The PAA is subject to the collection procedures described in the PACER Policies and Procedures document (https://www.pacer.gov/documents/pacer_policy.pdf).
- If the PAA has a past-due balance, new PACER accounts cannot be linked.
- PACER billing occurs in January, April, July, and October.
- One invoice is generated for the PAA. Itemization of charges for each PACER accounts is included in the invoice.
- A notification email is sent to the PAA administrator when the PAA invoice is available on the PACER website.
- Invoices are not generated and sent to PACER users associated with a PAA; however, PACER users have access to view their detailed transaction history.

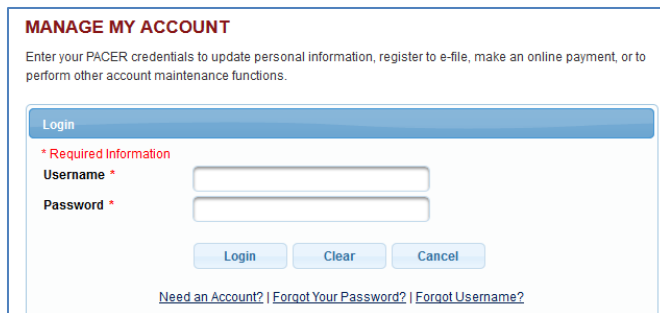
Add Existing PACER Account(s) to the PAA

The PAA administrator may request to link an unlimited number of individual PACER accounts to the PAA through the PACER website.

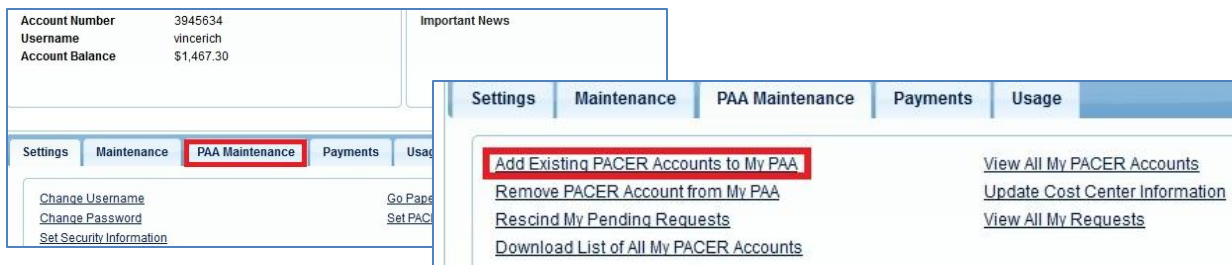
NOTE: The user must accept the request before an account is added to the PAA. The firm or organization is then responsible for all charges incurred by that account.

To add an existing PACER account:

1. Log in to **Manage My Account**.

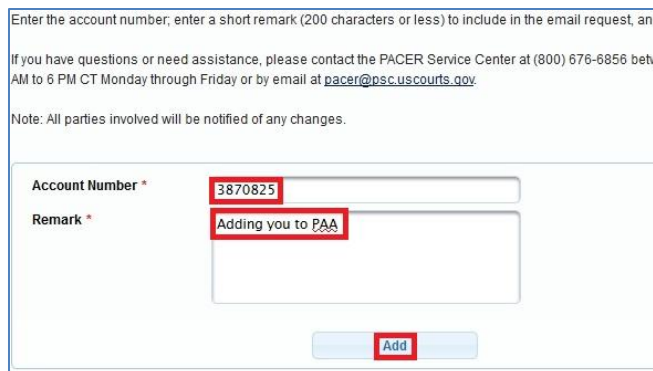


2. Click the **PAA Maintenance** tab and select **Add Existing PACER Accounts to My PAA**.



3. Enter the PACER account number in the **Account Number** field.
4. Enter a brief message (e.g., Adding you to PAA, request to consolidate billing) that explains the nature of the request in the **Remark** field. Then click **Add**.

NOTE: Your remark should be between 10 and 200 characters. This is included in the request email sent to the user.



5. Select the checkbox for each account you want to add under Review All My Requests.
6. Read the policies and procedures and click the acknowledgement box. Click **Submit**.

NOTE: An email is sent to the PACER user's email address that contains a hyperlink to accept the request to join the PAA. The request expires after 15 days.

The PACER user must:

7. Log in to **Manage My Account**.
8. Under Settings, click **View Pending Requests to Join a PAA**.
9. Enter a brief message in the **Remark** field (e.g., accept PAA invite).

NOTE: Your remark should be between 10 and 200 characters. This is included in the request email sent to the user.

10. Click the **Select** checkbox to select the desired request. Click **Accept**.

Unlink a PACER Account

The PAA administrator must:

1. Log in to **Manage My Account**.
2. In the PAA Maintenance tab, click **Remove PACER Account from My PAA**.

The screenshot shows the 'MANAGE MY ACCOUNT' page. The user is Vincent Richardson. The account details are: Account Number 3945634, Username vincerich, and Account Balance \$1,467.30. The 'PAA Maintenance' tab is selected, and the 'Remove PACER Account from My PAA' link is highlighted in red.

3. Enter a brief message in the **Remark** field (e.g., Removing PAA).
4. In the Account Information section, click the **Select** checkbox next to the user you want to unlink from your PAA.

The screenshot shows the 'Remark' field with the text 'Removing from PAA' and the 'Account Information' table. The table has columns for Account Number, Firm Name, Contact, Status, and Select. The 'PACER Test Account' row is highlighted in yellow, and its 'Select' checkbox is checked.

Account Number	Firm Name	Contact	Status	Select
3716159 (LB4729)	Lewis Brisbois Bisgaard & Smith	V Richardson	Active	<input type="checkbox"/>
3772690 (LB4947)	Lewis Brisbois Bisgaard & Smith, LLP	Nicholas Carre	Active	<input type="checkbox"/>
3782466 (LB4986)	Lewis Brisbois Bisgaard & Smith	V Richardson	Active	<input type="checkbox"/>
3873420 (LB5318)	Lewis Brisbois Bisgaard & Smith	Vincent Richardson	Active	<input type="checkbox"/>
3875273 (LB5322)	Lewis Brisbois Bisgaard & Smith LLP	Ivan D Smith	Active	<input type="checkbox"/>
3428632 (LB3552)	Lewis Brisbois Bisgaard & Smith	Kate Burmon	Active	<input type="checkbox"/>
3870825 (annagarcia)	PACER Test Account	Anna Marie Garcia	Active	<input checked="" type="checkbox"/>

5. Click **Submit**.

The screenshot shows the 'Account Information' table with the 'Submit' button highlighted in red.

3319777	Lewis brisbois bisgaard & Smith	R Cannoy	Cancelled	<input type="checkbox"/>
3319778	Lewis Brisbois Bisgaard & Smith	R Cannoy	Inactive	<input type="checkbox"/>

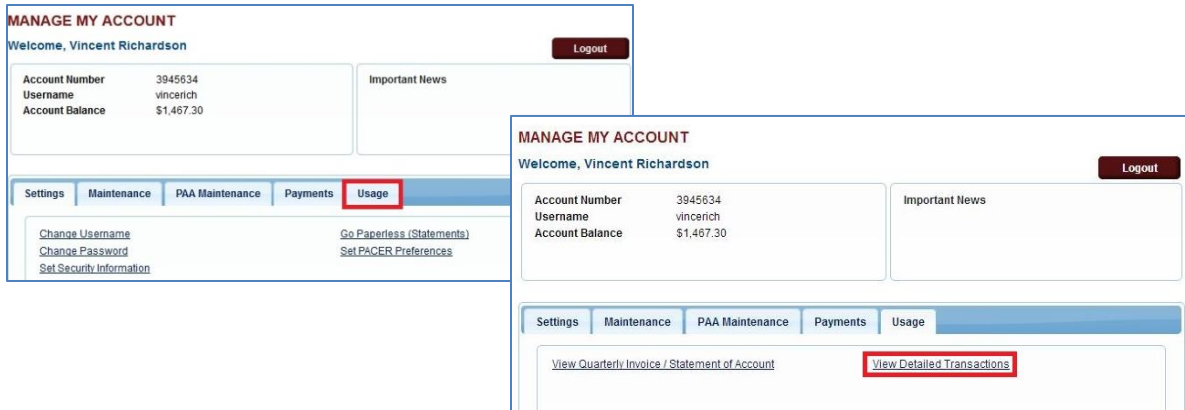
(1 of 4) 1 2 3 4 >> >>>

Submit Cancel

View Billing Information and/or View Quarterly Invoice

The PAA administrator may view detailed transactions for all PACER users associated with the PAA and download the quarterly invoice.

1. Log in to **Manage My Account**.
2. Click the **Usage** tab, and select **View Detailed Transactions** to view or download usage for all PACER accounts in one report or for each account, including sorting by client code.



Change the Client Field to Mandatory

The Client Code option allows you to track charges for future billings. The PAA administrator may require that each PACER user associated with the PAA enter a client code at login by completing the following:

1. Log in to **Manage My Account**.
2. In the Settings tab, click **Set PACER Preferences**.



3. Select the **Yes** option next to Require Client Code? When you do this, two additional fields will appear.
4. Use the instructions at the top of the page to decide on the client code format. Enter the **client code format** in the Client Code Format field.
5. Enter text in the Client Code Text field that will appear if the incorrect format is entered.

6. Click **Submit**.

number, or other meaningful entry up to 32 characters. This option allows users to make the use of the client code mandatory and even specify the format of the client code using a boolean expression. The default for accounts is for the client code to be an optional field. To require a client code, set the **Require Client Code** flag to "Yes." This will make the use of a client code mandatory in any format upon login. To require the client code in a specific format, set the **Require Client Code** flag to "Yes" and use the following grammar to set the **Client Code Format**.

A	alphabetic character, A-Z or a-z
N	numeric digit, 0-9
	space character
.	period character

Show Receipts? Yes No

Require Client Code? Yes No

Client Code Format

Client Code Text

PACER Case Locator

The PACER Case Locator (PCL) is a national index for district, bankruptcy, and appellate courts. You can reach the PCL (<https://pcl.uscourts.gov>) from the PACER Case Search Sign In link or in the Find a Case tab at pacer.gov.

The PCL serves as a search tool for PACER, and you may conduct nationwide searches to determine whether or not a party is involved in federal litigation. Each night, subsets of data are collected from the courts and transferred to the PCL.

Search Criteria and Options

You may search the PCL for case information in a number of ways. These search criteria vary with court type. For example, only bankruptcy allows you to search by SSN, while appellate and civil courts include an option to search by nature of suit.

You may select one of the tabs at the top of the Case Search section to get started with your search.

The search results display one page at a time by default. One billable page contains up to 54 matches. You may download all search results to a file in XML, text, or CSV formats.



NOTE: A page that shows “no matches found” is still one billable page.

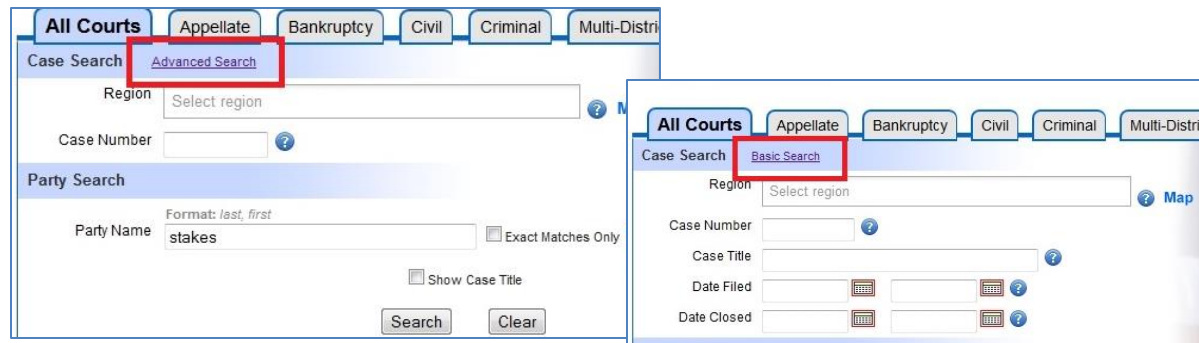
The Case column contains a direct link to the full case information. Clicking the case number link in this column will take you to the CM/ECF site for the court in which the case is located. The \$.10 per page charge, separate from charges incurred at the PCL, will apply for information accessed at the court’s site.

A receipt at the bottom of the screen shows the number of billable pages and the cost for the data on the current viewable page only. It does not include the cost for previously viewed pages.



Basic and Advanced Searches

The PCL search form defaults to a basic search, which includes frequently used search criteria fields. You can toggle between the Basic and Advanced forms by clicking the link near the top of each.



A basic search simplifies your options by presenting a subset of the fields you would see in an advanced search. The advanced form includes all possible search fields.

NOTE: This document describes the search fields for the All Courts option. The other court types have most fields in common with All Courts. Any fields not contained in All Courts are covered with an individual explanation.

Search Criteria—All Courts Tab

- Region:** Courts are organized geographically into 12 circuits. States and divisions may also qualify as regions in certain instances, so available regions depend on the type of search.

You may search one or more regions from the list. Press **Ctrl** while clicking the region list to select multiple regions. Use an interactive map by clicking the **Map** link. Then click a state or numbers to select a circuit. You may make multiple selections for states and districts.



- Case Number:** Each case number follows a pattern: **yy-nnnnn** or **yyyy-nnnnn**. The y's indicate the year (e.g., 06-nnnnn or 2006-nnnnn). The case numbers may follow either pattern and may include additional information, such as the case type.
- Case Title:** You may enter any combination of lowercase and uppercase letters. If you enter a single word or portion of a word, the system will find all matches. For example, if you search for "US," you will receive results for "US," "USA," "USA vs. Mickey Mouse," etc. The more specific you are, the fewer matches you will receive.
- Date Filed, Date Closed:** Both a start and end date are preferable, as long as the range is not too big. If you select only a start date, you will get matches up to the present date. If you only select an end date, you will receive matches up to that date.
- Drop-down calendar**

- Party Name:** This field is not case sensitive, so you may enter lower and uppercase letters. The format of a name search is <lastname>, <firstname>, so anything you type before a comma (with or without the comma) is assumed to be a last name or the name of a business. Not everyone follows this convention when filing a case, so there may be unexpected results.
- Search results:** The search produces a list of cases that match the selected criteria. The court in which the case is located is abbreviated.
Ex: 01CA = First Circuit Court of Appeals, 01 = circuit, "CA" = "Court of Appeals"
 Click **Court Information** to find court codes.

Bankruptcy Results						
Party Name ▼	Court	Case	Ch	Date Filed	Date Closed	Disposition
1 Mouse & Flippers Aloha (db)	okwbke	5:03-bk-22697	7	11/17/2003	05/13/2004	Standard Discharge 02/27/2004

The results of an All Courts search can return cases from multiple categories. In this case, the first results are from bankruptcy courts.

Search Criteria—Appellate and Civil Tabs

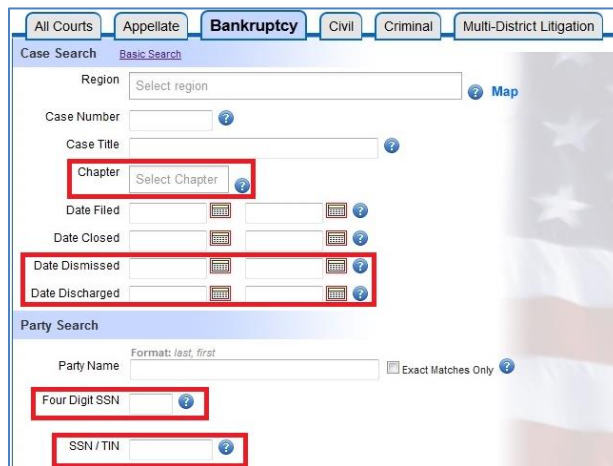
The Nature of Suit field is unique to appellate and civil courts.



Nature of Suit: Leave this field blank to find a match for all nature of suit codes. Or select from the drop-down list. Choose multiple entries by holding **Ctrl** and clicking.

NOTE: The codes in the Nature of Suit field in civil courts are not the same as the codes in appellate courts.

Search Criteria—Bankruptcy Tab



- Chapter: This field is unique to bankruptcy courts. To select all chapters, leave this field blank. Select multiple chapters by holding down the **Ctrl** key while clicking.
- Date Dismissed/Date Discharged
- Four Digit SSN: If you know that last four digits of the Social Security number of the party, you can enter it here to find the cases for that party.
- SSN/TIN: If you know the SSN or federal tax ID for the party, enter it here.

Search Criteria—Multi-District Litigation Tab

The MDL Case field is unique to the Multi-District Litigation tab. This replaces the Court Number field in the other tabs.



The screenshot shows the PACER search interface with the 'Multi-District Litigation' tab selected. The 'MDL Case' field is highlighted with a red box. Other fields include 'Region', 'Case Title', 'Date Filed', and 'Date Closed'.

The MDL case number begins with “F” and is followed by five digits (e.g., F01234). Enter the full case number, or omit the letter and/or leading “0” (e.g., F01234, 01234, 1234). In each case, you will find “F01234.” The search is not case sensitive, so you may use either a capital or lowercase “f.”

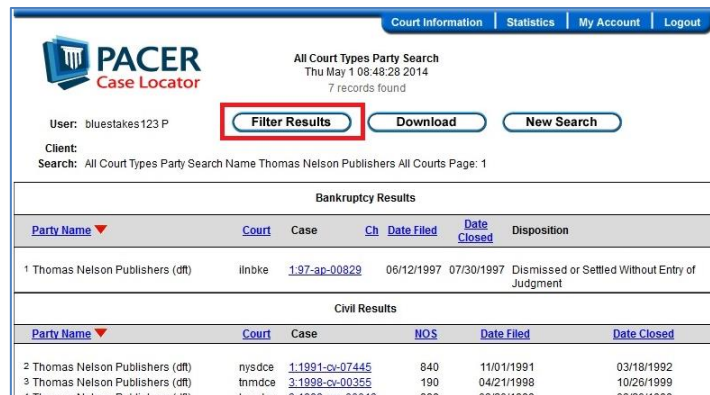
Filter Results

If your search yields more cases than expected, use filters to narrow your search. We will search for a party name with any combination of uppercase and lowercase letters. We will use a business name in the Party Name field: Thomas Nelson Publishers. Then click **Search**.



The screenshot shows the PACER search interface with the 'Party Search' section. The 'Party Name' field is highlighted with a red box and contains the text 'Thomas Nelson Publishers'. There is also an 'Exact Matches Only' checkbox.

To narrow down the results, click **Filter Results**. The Filter Results popup should appear.



The screenshot shows the PACER search results page. The 'Filter Results' button is highlighted with a red box. The page displays search results for 'Thomas Nelson Publishers' across different court types.

Bankruptcy Results						
Party Name	Court	Case	Ch	Date Filed	Date Closed	Disposition
1 Thomas Nelson Publishers (dft)	ilnbke	1:97-ap-00829		06/12/1997	07/30/1997	Dismissed or Settled Without Entry of Judgment

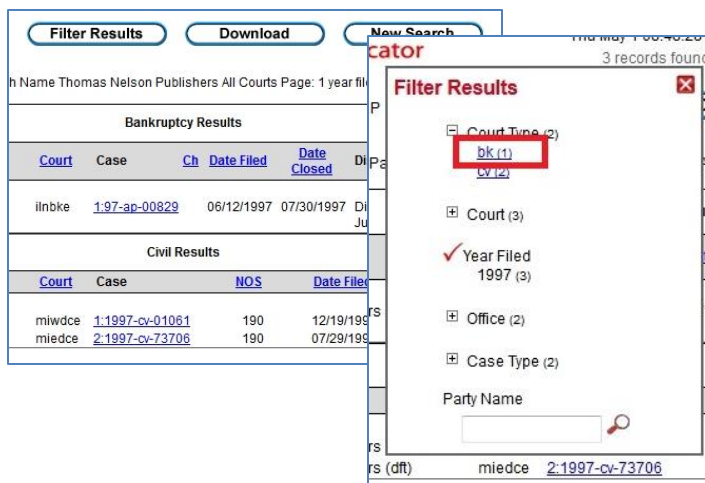
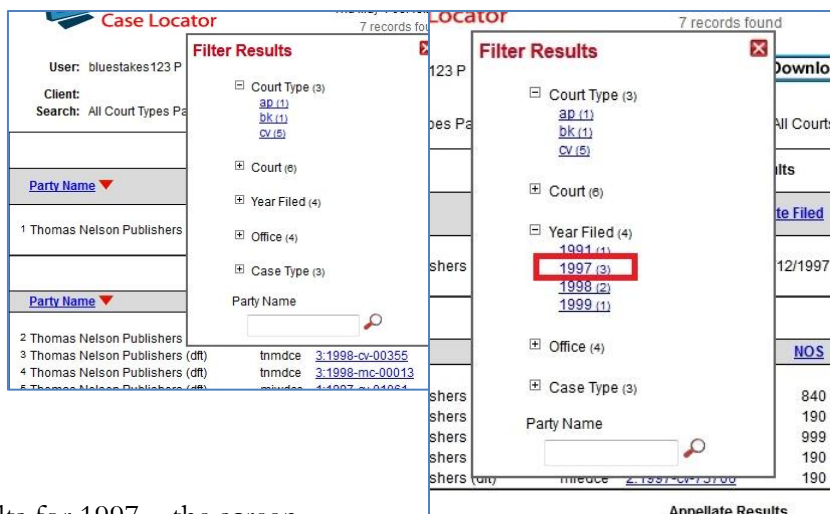
Civil Results						
Party Name	Court	Case	NOS	Date Filed	Date Closed	
2 Thomas Nelson Publishers (dft)	nysdce	1:1991-cv-07445	840	11/01/1991	03/18/1992	
3 Thomas Nelson Publishers (dft)	tnmdce	3:1998-cv-00355	190	04/21/1998	10/26/1999	
4 Thomas Nelson Publishers (dft)	tnmdce	3:1998-cv-00355	190	04/21/1998	10/26/1999	

Since we already entered a specific party name, we will use other categories to filter our search.

Each filter is followed by a number in parentheses, indicating the matching records for that category.

Click the plus (+) sign next to Year Filed to expand the results for that category.

Then, we will choose the results for 1997—the screen indicates there are three results.



You can filter the 1997 results further. Click on **Filter Results** again.

The checkmark shows that you have already selected 1997 as a filter, so you can now choose one of the other categories. Select **bk (1)** for bankruptcy under Court Type.

You should get one matching result.

Bankruptcy Results						
Party Name	Court	Case	Ch	Date Filed	Date Closed	Disposition
1 Thomas Nelson Publishers (dft)	ilnbke	1:97-ap-00829		06/12/1997	07/30/1997	Dismissed or Settled Without Entry of Judgment

Other Filter Fields—Party Role

There are other filter choices depending on the type of court you search. For example, a bankruptcy search will offer filters such as chapter and party role.

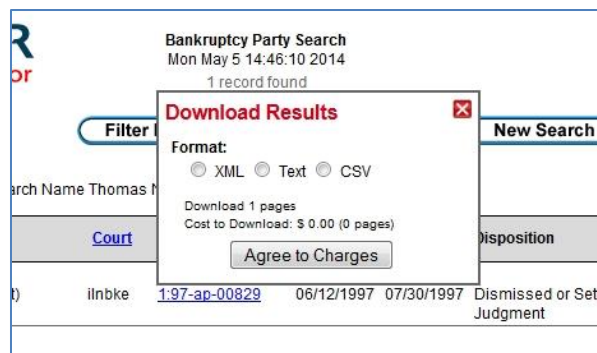
You can filter by party role for bankruptcy, civil, and criminal court searches. See the sample filter dialog box from a bankruptcy search.

There are two sets of party roles: one for bankruptcy searches, and one for civil and criminal court searches. Individual courts are responsible for creating and maintaining a list of party roles.

Download

You can download the results of any search by clicking **Download** near the top of the screen. When the dialog box appears, select the format for your download.

After reviewing the number of pages to download, the cost of the download, and have the selected format, click the **Agree to Charges** button.



NOTE: Remember to check the pages and cost of download before you click Agree to Charges. Click X to close the dialog box without downloading and being charged. If your search was too broad, you may download a large file for which you will pay more than if you narrowed your search first.

Once you click Agree to Charges, you will have the option to open or save the file

PCL Menu Bar



Court Information: See a list of the court abbreviations used by the PCL, from the earliest to the most recent court date. Click on the link to go directly to the court's website.

Statistics: You may purchase the F-2, F-5A, and Civil Justice Reform Act reports. Additional statistical reports are available at www.uscourts.gov, under the Statistics tab—click on **Judicial Business of the United States Courts**.

The F-2 report is updated quarterly and includes total business and non-business bankruptcy filings by chapter, district, and circuit.

The F-5 report provides a summary of the number of business and non-business bankruptcy petitions filed by chapter of the bankruptcy code for the 12-month period.

The Civil Justice Reform Act Reports include the following:

- District Summary Report
- Report of Social Security Case Appeals Pending for Over 6 Months Circuit Summary Report

- Report of Civil Cases Pending Over 3 Years
- Report of Motions Pending Over 6 Months/Bench Trial Submitted Over 6 Months
- Report of Bankruptcy Appeals Pending for More Than 6 Months District and Circuit Averages
- CJRA—Nature of Suit Report/National Summary CJRA—Nature of Suit Summary Report
- CJRA—Status Codes Report/National Summary CJRA—Status Codes Summary Report
- CJRA—Judges/Magistrates Report 30 or More 3-Year-Old Cases

The PCL only contains older versions of these reports. New and more recent reports can be found at www.uscourts.gov for free.

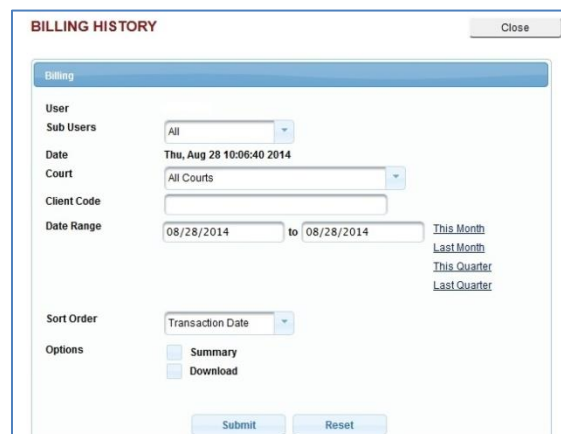
My Account: View a drop-down list of user options.

The Change Client Code option allows you to update the client code already entered, or enter a client code to track charges for future billings. The client code will appear in your billing history details when entered prior to a search.

When you click **Change Client Code**, you are redirected to the sign-in page where you should log in again and enter your desired client code in the **Client Code** field.



The **Billing History** option takes you to the Billing History screen in Manage My Account. Here you can view transactions for one or all courts during a selected time period sorted by date, client code, or court.



NOTE: The totals provided in Billing History also include charges from accessing a docket report from a court.

CM/ECF and PACER

The Case Management/Electronic Case Filing (CM/ECF) allows courts to accept electronically filed documents and provides access to filed documents online.

The Federal Judiciary has developed a next generation (NextGen) CM/ECF system functionality that allows you to use the same account for both PACER and electronic filing access. Check the [court links](#) page to see if your court has upgraded to the NextGen functionality.

General Information

The PACER system is available 24 hours a day, seven days a week, including weekends and holidays. PACER account specialists are available to assist you at (800) 676-6856 between the hours of 8 AM and 6 PM CT Monday through Friday, or by email at pacer@psc.uscourts.gov.

Security

The PACER login screen uses software that encrypts and protects your information. If you leave a PACER page for an unsecured webpage, you may see a notice stating you are moving to an unsecured document. You may disregard this message.

Information Updates

All CM/ECF systems are updated instantly once the update is complete. This provides real-time access to information entered into the court's database. If you have questions about the information provided by the court, contact the court directly.

Saving and Printing a File

To save a file, click **File** on the top menu and select **Save As**, or select **Edit** on the browser menu to copy and paste the information to a desired location. You can save the file in HTML, plain text, or PDF. For the latter, you will need a PDF writer.

To print, click **File** on the top menu and select **Print**. If there is a frame at the top of the screen (in Query, case information is separated from the rest of the screen by a line called a frame), click on the lower half of the screen before clicking Print. If there is no frame, click in the body of the document before clicking Print.

NOTE: If the **Save As** or **Print** option is not available, the document is opening within the browser. Contact the PSC for assistance at (800) 676-6856 between 8AM and 6PM CT Monday through Friday, or by email at pacer@psc.uscourts.gov.

Logging In to CM/ECF

1. Find the court you need on the court links page of pacer.gov.

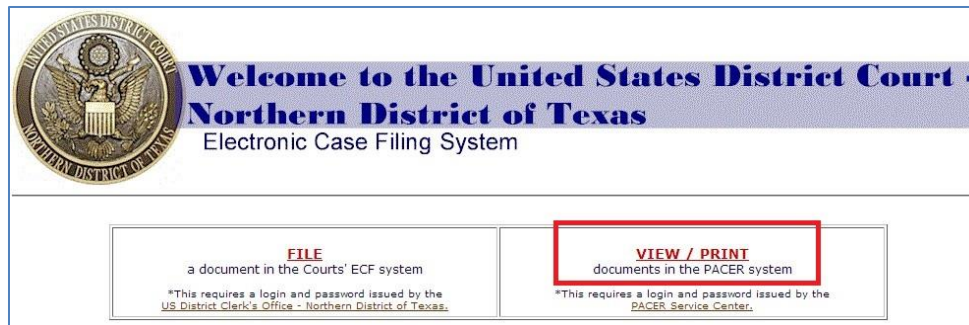


Most courts can be located at this address: http://ecf.court*.uscourts.gov.

NOTE: The “*” in the court address should be the state, abbreviation of the district (if applicable), and the first letter of the type of court (e.g., Texas Northern Bankruptcy would be <http://ecf.txnb.uscourts.gov>).

You can also find a case through the PCL. Click a case to go to the court’s website.

2. Not every court runs the same version of CM/ECF or formats pages in the same way. In most cases, you should use the court website link that includes the “Document Filing System” option or something similar to the “View/Print” option in the screen shot below.



3. If you have not already logged in at a court, enter your PACER username and password.

After logging in, you will be able to go to any other PACER site without having to log in again.

U.S. District Courts (Civil or Criminal) for CM/ECF

Your search on the Query screen may produce multiple pages of results. A well-defined search will yield specific results and fewer fees. Use the search tips on how to use each of the fields efficiently.

The screenshot shows the ECF Query interface. At the top, there are navigation tabs for Query, Reports, Utilities, and Logout. A warning message states: "WARNING: Search results from this screen are NOT stored on PACER charges. Please be as specific as possible with your search." Below this is the "Search Clues" section with the following fields: Case Number (text input), Case Status (radio buttons for Open, Closed, All), Filed Date (text input with "to" separator), Last Entry Date (text input with "to" separator), Nature of Suit (drop-down menu with options: 0 (zero), 110 (Insurance), 120 (Contract Maine)), Cause of Action (drop-down menu with options: 0 (No cause code entered), 02.0431 (02.431 Fed. Election Commission: Failure Enforce C), 02.0437 (02.437 Federal Election Commission)), Last Business Name (text input with "Exact matches only" checkbox), First Name (text input), Middle Name (text input), and Type (drop-down menu). At the bottom are "Run Query" and "Clear" buttons.

- **Case Number:** Full case numbers for district courts contain a number that looks like this: **1:05-cv-06794**.
 - 1 = the office. If a court has more than one divisional office, there is a code for each division (e.g., 1, 2, 3, 4, etc.).
 - 05 = the year. All cases opened in a given year have the last two digits of the year as the second part of the case number.
 - cv = case type. The case type will be either “cv” for civil or “cr” for criminal.
 - 06794 = case number. If the case type and office number are omitted, all cases that match the year and case number are displayed.
- **Case Status:** Select a button based on the status of a case.
- **Filed Date:** Search by date range. All cases will be displayed in billable pages.
- **Last Entry Date:** You may search by a date range based on the case activity. All cases with activity during the specified date range are displayed in billable pages.
- **Nature of Suit:** This area provides a drop-down menu selection screen with common Nature of Suit codes and a brief explanation of each. To view a list of all these codes, go to the following link on the PACER website: <http://www.pacer.gov/psc/hresources.html>.
- **Last Name:** Enter at least two letters to search by party name. This field may also be used to enter a company name search.
- **First Name:** This field is not required. Enter an initial or full first name to narrow the results.
- **Middle Name:** This field is not required and is not case sensitive. Enter an initial or full middle name to narrow the results. Enter a name in any combination of uppercase and lowercase letters and the search will extract all names that have any matching combination.
- **Type:** This is not a required field. The role for the party name may be selected. The drop-down list may vary from court to court. Enter at least three letters of the last name or company name to search for a specific type.

NOTE: You may use only one search criterion. If there are entries for two or more of the search options, the latter is used. For example, if you enter a case number and last name, the case number is not used in the search.

Query Menu

Click Run Query to see search results. You will see a list of names or cases. Select from this list, or click the back button to enter more data or run another search.

Click the scroll bar on the right to view additional results. When you select a case, a new screen selection menu will appear with a header that looks like this:

3:00-cv-01686-M Frosty Bites Distrib, et al v. Dippin Dots, Inc, et al
 Barbara M.G. Lynn, presiding
Date filed: 08/03/2000
Date terminated: 11/30/2000
Date of last filing: 01/02/2001

You should also see the Query option menu, which provides a variety of information pertaining to the person or case. Click each option to find any additional information you may need.

[Mobile Query](#)

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location...](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)
- [View a Document](#)

Deadlines/Hearings			
Doc. No.	Deadline/Hearing	Event Filed	Due/S
4	<input checked="" type="checkbox"/> Objections to R&R Deadline	04/28/2014	05/14/20

The **Deadlines/Hearings** link displays the pending deadlines/hearings for the case. The “silver bullet” next to deadline/hearing results show docket text for this entry.

Assigned to Honorable Judge Myron H. Thompson Referred to Honorable Judge Terry F. Moore Cause: 42:1993 Prisoner Civil Rights Plaintiff Earnest Edward Bladt	Jury Demand: None Nature of Suit: 555 Habeas Cor Jurisdiction: Federal Question represented by: Earnest Edward Bladt HOUSTON COUNTY JAIL 901 E. Main Street Darden, AL 36001 PRO SE
Defendant Houston County Defendant Sgt. Turner Defendant Officer De LaPaul Defendant Sgt. Jones Defendant Sgt. Brantner	
Date Filed: 08/03/2000 # Docket Text	

Docket Report: The typical docket report contains information from the civil or criminal cover sheet submitted by the plaintiff for each complaint filed.

This report also includes an option to view or print multiple documents. After retrieving the docket report, you may place a checkmark next to the document(s) you wish to view.

NOTE: The maximum download size is 10MB. Exceeding this amount will cause an error message.

Reports Menu Options

Clicking Reports on the CM/ECF menu takes you to the reports page, where you will see the following screen and options.



The **Docket Activity** option lists the docket activity for one or more cases within the date range entered. If a specific case number is entered, the maximum fee will not exceed 30 pages (\$3.00). However, omitting the case number will not cap the results.

NOTE: Hundreds of new documents are submitted daily to each court; therefore, the results may be substantial.

Utilities Menu

The options on this menu may vary from court to court.



Logout

Use this option to log out of CM/ECF.

U.S. Bankruptcy Courts for CM/ECF

Your search on the Query screen may produce multiple pages of results. A well-defined search will yield specific results and fewer fees. Use the search tips on how to use each of the fields efficiently.

A screenshot of the ECF Query screen. The top navigation bar includes 'Query', 'Reports', 'Utilities', and 'Logout'. The 'Query' section is expanded, showing a search form with the following fields: 'Case Number', 'Last / Business Name' (with examples: Desoto, Des*t), 'First Name', 'Middle Name', 'SSN / ITIN', 'Tax ID / EIN', and 'Type' (with a dropdown menu). There are checkboxes for 'Open cases' and 'Closed cases'. A warning message states: 'Warning - Name searches are NOT subject to the 30 page limit on PACER charges. Please be as specific as possible'. At the bottom, there are 'Run Query' and 'Clear' buttons.

- **Case Number:** Full case numbers for district courts contain a number that looks like this: **1:05-bk-06794**.
 - 1 = the office: If a court has more than one divisional office, there is a code for each division (e.g., 1, 2, 3, 4, etc.).
 - 05 = the year: All cases opened in a given year have the last two digits of the year as the second part of the case number.
 - bk = case type
 - 06794 = case number: If the case type and office number are omitted (e.g., 05-06794), all cases that match the year and case number are displayed.
- **Last/Business Name:** Enter at least two letters to search by last name or company name.
- **First Name:** This field is not required. Enter an initial or full first name to narrow the results.
- **Middle Name:** This field is not required and is not case sensitive. You may enter an initial or full middle name to narrow the results when searching by party name.
- **SSN/TIN:** You may search by the full Social Security Number (SSN). Use of a wildcard is not permitted. Enter dashes when entering SSNs.
- **Type:** This is not a required field. The role for the party name may be selected. Enter at least three letters of the last name or company name to search for a specific type.

NOTE: You may use only one search criterion. If there are entries for two or more of the search options, the latter is used. For example, if you enter a case number and last name, the case number is not used in the search.

Query Menu

Click Run Query to see search results. You will see a list of people or cases. Select from this list, or click the back button to enter more data or run another search.

Click the scroll bar on the right to view additional results. When you select a case, a new screen selection will appear with a header that looks like this:

<p>98-47185-dm113 Kenneth Joe McGowan and Connie Lynn McGowan Case type: bk Chapter: 13 Asset: Yes Vol: v Judge: D. Michael Lynn Date filed: 11/25/1998 Date of last filing: 01/22/2004 Date terminated: 07/29/2003</p>

<p>Query</p> <ul style="list-style-type: none"> Alias Associated Cases Attorney Case Summary Creditor Deadline/Schedule Docket Report ... Filings History/Documents Notice of Bankruptcy Case Filing Party Related Transactions Status <ul style="list-style-type: none"> Trustee Claims Register Creditor Mailing Matrix
--

The left side of the Query menu displays an alphabetical list of report options—these options may differ depending on the site.

Appellate Courts CM/ECF

The query screen below shows the options you can use to search for a case in appellate courts.

ECF Case Search Calendar Opinions Orders/Judgments Logout Help

Case Search - Advanced

Warning: you will be billed for the total number of pages (this query is not subject to the 30-page limit on PACER charges).

Case Number / Range: (yy-nnnn or yy-nnnnn)

Party / Attorney: (Last, First)

Party Attorney Exact Matches Only

Case Type:
1292(b) petition

Origin:
Benefits Review Board

Originating Case Number:

Nature of Suit:
1110 Insurance

Cases Filed Between: 09/04/2014 Open Cases Only

Cases Closed Between: Closed Cases Only

Docket Activity Between: Both

Sort by: Case number Ascending order
 Descending order

[Court Information](#) [Court Home](#) [PACER Service Center](#) [Change Client](#) [Billing History](#) [Contact Us](#)

In this section, you may notice that the nature of suit code (NOS) is 4 digits (e.g., 1110) instead of 3 digits in other courts. The additional digit before the NOS is:

- 1 = USA is a plaintiff
- 2 = USA is a defendant
- 3 = Private lawsuit
- 4 = Diversity
- 5 = Local—state issue