

Docket Sheet Report

The Docket Sheet Report displays a cover page and docket entries for a single case.

In criminal cases with multiple defendants, the docket sheet format is different when defendants are selected individually than when all defendants are selected.

- For defendants selected individually, a docket sheet is produced for each defendant with a heading, caption and proceedings, but the proceedings include only the events that apply to that defendant.
- If the *All defendants* checkbox is checked, one docket report is produced with a single heading, a caption area for each defendant, and all the proceedings are included.

From the Main Menu: **Reports** ⇨ **Docket Sheet**.

STEP 1 CM/ECF will display the **Docket Sheet Report** selection screen.

The screenshot shows the CM/ECF Docket Sheet Report selection screen. The interface includes a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Docket Sheet' and contains a 'Case number' field with '07-2' entered and a 'Find This Case' button. Below this are radio buttons for 'Filed' and 'Entered', and a 'Documents' range selector. There are two columns of checkboxes: 'Include' (with 'Parties and counsel' and 'Terminated parties' checked) and 'Document options' (with 'Include headers when displaying PDF documents' and 'View multiple documents' unchecked). A 'Format' section has radio buttons for 'HTML (unpaginated)' and 'PDF (paginated)'. At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first' and 'Run Report' and 'Clear' buttons.

- The number of the last case accessed will be displayed in the Case number field. If the correct case number is displayed, go to Step 3. Otherwise, continue to Step 2 below.

- STEP 2** Click inside the Case number field and begin entering the case number. While entering the case number, the **[Find This Case]** button displays. Click **[Find This Case]** to locate the case, which also re-formats the case number.

The screenshot shows the CM/ECF Docket Sheet report selection interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main heading is "Docket Sheet". Below this, the "Case number" field contains "07-2" and a "Find This Case" button is highlighted with a red box. Underneath, there are radio buttons for "Filed" and "Entered", followed by "Documents" fields. The "Include" section has checkboxes for "Parties and counsel" (checked), "Terminated parties" (checked), "List of member cases" (unchecked), and "Links to Notices of Electronic Filing" (unchecked). The "Document options" section has checkboxes for "Include headers when displaying PDF documents" (unchecked) and "View multiple documents" (unchecked). The "Format" section has radio buttons for "HTML (unpaginated)" (selected) and "PDF (paginated)" (unselected). A "Sort by" dropdown menu is set to "Oldest date first". At the bottom, there are "Run Report" and "Clear" buttons.

- STEP 3** **Selecting the Search Criteria.** After the case number is located, the Docket Sheet Report selection screen re-displays. Prior to running the report, examine the various options as possible search criteria.

Filed or Entered. It is not required to select either the Filed (dated filed with the court) or Entered radio button (date entries were made in CM/ECF). Entering the start and end dates is particularly beneficial when narrowing your search in larger cases and when seeking to reduce PACER charges.

Documents. Similarly, in an effort to narrow your search, you may enter a specific from/to range of document numbers.

- If a document number range is specified, docket entries that do not have number are not listed.
- If no document number range is entered, all events are listed whether or not they have numbers.

Include. Select or deselect by clicking in the checkmark box by any of the items to be included in the docket sheet report.

- Parties and counsel
 - Includes the complete caption page
- Terminated parties.
 - Will include parties who are no longer active in the case
- List of member cases in consolidated matters.
 - If *unchecked*, the *Lead Docket* label and case number hyperlink appear on the docket sheet, along with a second View Member Cases hyperlink, providing links to the member cases.
 - If *checked*, the lead case number hyperlink appears with a list of member cases under a *Member Cases* label on the docket sheet. Each member case would be listed as a hyperlink to its docket sheet.
- **Links to Notices of Electronic Filing.** The NEF links appear as silver balls adjacent to each docket entry.

Date Filed	#	Docket Text
02/26/2007	1	COMPLAINT against Mouse & Co., filed by H & H. (pf,)
02/26/2007	2	NOTICE of Hearing: Attorney Appointment Hearing set for 2/26/2007 09:00 AM in front of Honorable Mikel H. Williams. (caused to be mailed to non Registered Participants at the addresses listed on the Notice of Electronic Filing (NEF) by pf,)
05/01/2007	3	MOTION to Dismiss by Mouse & Co.. Responses due by 5/2/2007 09:00 AM
05/02/2007	4	JUDGMENT in favor of Mouse & Co. against H & H. Signed by H & H. (caused to be mailed to non Registered Participants at the addresses listed on the Notice of Electronic Filing (NEF) by pf,)
06/19/2007	5	MOTION to Reopen Case by H and H. Responses due by 7/1/2007 09:00 AM
06/21/2007	6	NOTICE of Hearing: Arbitration Hearing set for 6/22/2007 09:00 AM in front of Mikel H. Williams. (caused to be mailed to non Registered Participants at the addresses listed on the Notice of Electronic Filing (NEF) by pf,)
07/02/2007	7	MEMORANDUM in Opposition re 3 MOTION to Dismiss filed by Mouse & Co.
07/16/2007	8	MOTION to Reopen Case by H and H. Responses due by 8/6/2007 09:00 AM

Document options. Click to place a checkmark by any of the following options:

- **Include headers when displaying PDF documents.** When checked, a PDF header will be added to any documents viewed/displayed.



- **View multiple documents.** Make this selection if you wish to
 - Display multiple documents as one PDF document.
 - Wish to download multiple documents in one step.

After the docket report displays, users may check any or all documents to either view or download.

Date Filed	#	clear	Docket Text
11/27/2007	1	<input type="checkbox"/>	COMPLAINT against John Smith (Filing fee \$ 350 re 0976000000000151566.), filed by Davey Jones. (att
11/27/2007	2	<input type="checkbox"/>	MOTION for Leave to Appear attorney appearing for by 12/21/2007 (Attachments: # 1 Affidavit of counsel)(
11/27/2007	3	<input type="checkbox"/>	RESPONSE to Motion re 2 MOTION for Leave to A Smith. Replies due by 12/14/2007.(attorney,)
11/27/2007	4	<input type="checkbox"/>	First MOTION to Compel, MOTION to Dismiss (Re appearing for Defendant John Smith. (attorney,)

View Selected

or

Download Selected

Sort By Option The user has the option of viewing the documents in chronological order (Oldest date first), or in reverse chronology (Most recent date first)

The screenshot shows the 'Docket Sheet' interface with the following elements:

- Case number: 1:07-cv-2
- Radio buttons for 'Filed' (selected) and 'Entered'.
- Input fields for date ranges.
- 'Documents' input field.
- 'Include:' section with checkboxes for 'Parties and counsel', 'Terminated parties', 'List of member cases', and 'Links to Notices of Electronic Filing'.
- 'Document options:' section with checkboxes for 'Include headers when displaying PDF documents' and 'View multiple documents'.
- 'Format:' section with radio buttons for 'HTML (unpaginated)' (selected) and 'PDF (paginated)'.
- 'Sort by' dropdown menu with options: 'Oldest date first' (selected), 'Oldest date first', and 'Most recent date first'.
- 'Run Report' button.

Format Users now have the option of running the Docket Report in either HTML (unpaginated) or PDF (paginated) format.

- **HTML.** Will create a docket sheet viewable on the screen without page breaks - one continuous docket sheet.
- **PDF.** Will create a printable docket sheet with clean breaks between docket entries at the end of a page.

After the Docket Report is Displayed

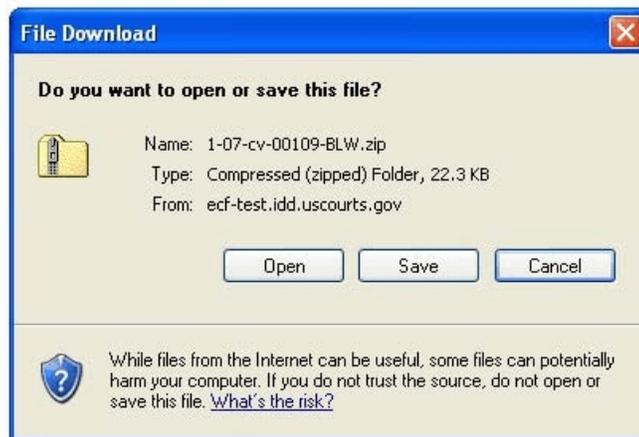
Date Filed	#	clear	Docket Text
11/27/2007	1	<input type="checkbox"/>	COMPLAINT against John Smith (Filing fee \$ 350 re 0976000000000151566.), filed by Davey Jones. (att
11/27/2007	2	<input type="checkbox"/>	MOTION for Leave to Appear attorney appearing for by 12/21/2007 (Attachments: # 1 Affidavit of counsel)(
11/27/2007	3	<input type="checkbox"/>	RESPONSE to Motion re 2 MOTION for Leave to A Smith. Replies due by 12/14/2007.(attorney,)
11/27/2007	4	<input type="checkbox"/>	First MOTION to Compel, MOTION to Dismiss (Re appearing for Defendant John Smith. (attorney,)

View Selected

or

Download Selected

- **View Selected** By clicking the **[View Selected]** button, ECF will compile all the selected documents into one PDF document.
- **Download Selected** By clicking the **[Download Selected]** button, the message, **“Your download will begin in a separate window”** will display, resulting in the display of the **File Download** dialog box.



- **[Open]** button. Opens another folder to reveal the separate documents you had selected. You still need to save them to a location on your computer/network.
- **[Save]** button. Allows the user to navigate to the drive/folder location to save the documents. The documents will be saved separately in a .zip file.