

Enhanced Docket Report (CM/ECF Version 3.2)

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

The screenshot shows the CM/ECF Docket Sheet interface. At the top, there is a navigation bar with the following items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Docket Sheet".

The main content area contains the following fields and options:

- Case number:** A text input field containing "08-20001" and a "Find This Case" button.
- Search filters:** Radio buttons for "Filed" (selected) and "Entered". Below "Entered" are two empty text input fields separated by "to".
- Documents:** Two empty text input fields separated by "to".
- Include:** A section with two checkboxes: "Terminated parties" (checked) and "Links to Notices of Electronic Filing" (unchecked).
- Document options:** A section with three checkboxes: "Include headers when displaying PDF documents" (unchecked), "View multiple documents" (unchecked), and "Create Appendix" (unchecked).
- Format:** A section with two radio buttons: "HTML" (selected) and "Text" (unchecked).
- Sort by:** A dropdown menu currently set to "Oldest date first".
- Buttons:** "Run Report" and "Clear" buttons at the bottom left.

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. In order to have this information displayed on the document, you need to check the box "*Include headers when displaying PDF documents*" under Document Options on the Docket Sheet. For easier viewing, the Western District of NY has chosen for the "header" to appear as a "footer" at the bottom of the PDF.

Once you run the docket report, click on a document to view it. The header/footer will contain the case number, the document number, the date it was filed, and the date and time it was entered on the docket. Below is an example of a Court notice.

Case 2-08-20001-N Doc 34 Filed 09/24/08 Entered 09/24/08 11:39:29 Desc Asset
Notice Page 1 of 1

The number of pages will also be displayed, and in this case, it also displays a brief description of the document. This will occur when viewing a Court document. For documents received from outside users, the information will appear as follows.

Case 2-08-20001-N Doc 2 Filed 01/02/08 Entered 01/02/08 14:25:42 Desc Main
Document Page 1 of 1

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.

Case 2-08-20001-N Claim 14-1 Filed 08/12/08 Desc Main Document Page 1 of 1

Multiple PDF Documents Combined into One PDF File

This feature will allow you to view or print selected PDF documents from the docket report. You may select several documents from the docket, and they will be displayed in one PDF document. You must check the box “*View multiple documents*” before you run your report.

The screenshot shows the ECF Docket Sheet interface. At the top is a 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". The main area is light green and contains several input fields and checkboxes. The "Case number" field is filled with "2:08-bk-20001". There are radio buttons for "Filed" (selected) and "Entered", each followed by a date range input field. Below that are "Documents" input fields. The "Include:" section has checkboxes for "Terminated parties" (checked) and "Links to Notices of Electronic Filing" (unchecked). The "Document options:" section has checkboxes for "Include headers when displaying PDF documents" (checked), "View multiple documents" (checked), and "Create Appendix" (unchecked). At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first" and two buttons: "Run Report" and "Clear".

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. To select documents, click on the box next to the docket entry or clear the check marks you may have previously made.

Filing Date	#	clear	Docket Text
01/02/2008	1	<input checked="" type="checkbox"/>	Chapter 13 Voluntary Petition (case upload). Fee Amount \$274. Filed by Error: attorney not known Fred T Flintstone. Government Proof of Claim due by 6/30/2008. (Czaja, L.) (Entered: 01/02/2008)
01/02/2008	2	<input checked="" type="checkbox"/>	Chapter 13 Plan Filed by Error: attorney not known Fred T Flintstone. (Czaja, L.) (Entered: 01/02/2008)
01/02/2008	3		Judge John C. Ninfo added to case (TEXT ONLY EVENT) (Czaja, L.) (Entered: 01/02/2008)
02/25/2008	4	<input checked="" type="checkbox"/>	Motion Objecting to Claim(s). Claim No(s) 7,8. Claim(s) filed by Sears, Kmart, JCPenney. . Filed by Trustee (Czaja-Trustee, Lisa) (Entered: 02/25/2008)

After you have selected the documents, you can either view the documents or download the documents to a zipped file.

View Selected

or

Download Selected

When you click on View Selected, a file will open containing all of the documents together. You can move through the documents to view them with your Adobe navigation arrow.

Create Appendix

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities

Docket Sheet

Case number

Filed to

Entered to

Documents to

Include:

Terminated parties

Links to Notices of Electronic Filing

Document options:

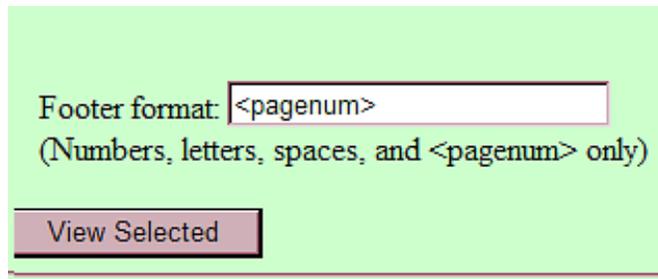
Include headers when displaying PDF documents

View multiple documents

Create Appendix

Sort by ▾

This option produces a single PDF file that includes both a complete docket sheet and images of the documents that you select (with PDF footers). 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 is possible to customize your footer information by using either spaces, numbers or letters only. Other types of characters will not be recognized the system.

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.