

Reports Index

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Case Report

The *Cases* Report displays Cases Filed, Entered, Discharged, Dismissed, Closed and Converted.

STEP 1 Select **Reports** from Main Menu, click on **Cases** hypertext link from the Reports menu. Selection Criteria screen appears and allows the user to specify what information to include in the report and how the report should be sorted.

[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]

Cases Report

Office: Alexandria, Norfolk
Case Type: ep, bk
Chapter: 7, 9
Trustee: Aab, Aaron
Date Type: Filed Date
From: 1/23/2001 to 1/23/2001
 Open cases
 Closed cases
 Party information
Sort by: Filed Date
Run Report Clear

Search Criteria fields include:

- ◆ **Office** - select and click on appropriate office
- ◆ **Case Type** - select and click on **bk** for bankruptcy, **ap** for adversary or **mp** for miscellaneous
- ◆ **Chapter** – select and click on a specific chapter
- ◆ **Trustee** – select and click on a specific trustee

[NOTE: You may leave the above fields blank to search on all items that appear in that field. To select two or more items in a field, press <Ctrl> button then click on each item to be included.]

- ◆ **Date Type** – select and click down arrow to right of field for date type of cases to be displayed, **Filed Date**, **Entered Date**, **Discharged Date**, **Dismissed Date**, **Closed Date**, or **Converted Date**
- ◆ **From** – click in box and type in a start and end date for the report to display.
- ◆ **Open Cases** – click on box to deselect open cases, if applicable
- ◆ **Closed Cases** – click on box to select closed cases, if applicable
- ◆ **Party information** – click on box to have report display party information (i.e. address, social security number, tax id), if applicable
- ◆ **Sort by** – allowed three boxes in which to select criteria for the report to sort, click down arrow to right of field for list

STEP 2 Click on **Run Report** to continue or **Clear** to reselect criteria. **Case Report** screen appears.

Cases Report for 01/24/2001 U.S. Bankruptcy Court Eastern District of Virginia						
Case No. Related Case Info	Tr	Ch	Party Info	Judge Trustee	Dates	Other Info
01-60002-DOT	bk	13	Jack G. Burrows and Nancy S. Burrows	Tice Hyman	Filed: 01/17/2001	Office: Richmond Asset: n Fee: p County: Henrico
01-60003	bk	11	Turnking, Inc.	Shelley	Filed: 01/19/2001	Office: Richmond Asset: y Fee: p County: Chesterfield
01-60004	bk	13	William Albert Watts and Thelma Spence Watts		Filed: 01/19/2001	Office: Richmond Asset: y Fee: p County: Lunenburg
01-60005	bk	7	Armando Serrudo		Filed: 01/22/2001	Office: Richmond Asset: n Fee: p County: Henrico
01-30002	bk	7	Kevin Mark Liu and Cheryl Lee Liu		Filed: 01/23/2001	Office: Richmond Asset: y Fee: p County: 06025

STEP 3 To view case information, click on the case number hypertext link to access **Query** menu. (Proceed to **Query** section of manual for specific information on each query option.)

STEP 4 To print report, click on **Print** button from the browser toolbar

Claims Register

The *Claims Register* Report displays claims filed for a specific case.

STEP 1 Select **Reports** from the Main Menu, click on **Claims Register Report** hypertext link from the Reports menu. Selection Criteria screen appears and allows the user to specify what information to include in the report.

[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]

Claims Register			
Case number	<input type="text"/>		
Office	<input type="text"/>	Creditor type	<input type="text"/>
	Alexandria Norfolk	Creditor Administrative	Creditor number <input type="text"/>
Creditor name	<input type="text"/>		
Claim number	<input type="text"/>	to	<input type="text"/>
<input checked="" type="radio"/> Filed	<input type="text"/>		
<input type="radio"/> Entered	<input type="text"/>	to	<input type="text"/>
Sort by	Case Number		
	Claim Number		
Run Report	Clear		

Selection Criteria includes:

- ◆ **Case Number** – click in box and type a specific case number
- ◆ **Office** – leave blank as report will run using case number
- ◆ **Creditor Type** – leave blank (*Note: All creditors uploaded to case as Creditor.*)
- ◆ **Creditor number** – leave blank to bring up all creditors who have filed a claim or click in box and type a specific creditor number
- ◆ **Creditor name** – leave blank to display all creditors having filed a claim or click in box and type a specific creditor name (*Note: You do not have to enter creditor’s entire name, the system will search first letter of creditor’s name, i.e. I will display Internal Revenue Service or IRS. If you type the entire name, only exact matches will be displayed. Leaving the field blank will provide the most thorough search.*)
- ◆ **Claims number** – leave blank to display all claims that fall within other search criteria or click in boxes and type specific claim numbers
- ◆ To display register using the filing date, click on radio button **Filed**
- ◆ To display register using the entered date, click on radio button **Entered**
- ◆ Enter a specific date range or leave blank to display all claims filed in case
- ◆ **Sorted By** – allowed two boxes in which to select the criteria for the report to display, click down arrow to the right of the field to display list.

STEP 2 Click on **Run Report** to continue or **Clear** to reset search criteria. **Claims Register** appears:

Eastern District of Virginia Claims Register		
99-60055 Kathryn Coffman Prout		
Debtor Name: PROUT,KATHRYN COFFMAN		
Claim No: 1 Attachment 1	Creditor Name: AARP Credit Card Serv c/o First USA Bank, NA P. O. Box 8864 Wilmington, DE 19899-8864	Last Date to File Claims: 03/14/2000 Last Date to File (Govt): 05/14/1999 Filing Status: Docket Status: Late: N
Claim Date: 02/28/2000	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
Class	Amount Claimed	Amount Allowed
Secured	\$125.00	\$0.00
Total	\$125.00	\$0.00
Description: pre-petition utility service to 12345 main street		
Remarks: va. code%15 2-2118		
Claim No: 2	Creditor Name: County of Henrico %Raysa Griffith South, Esq P.O. Box 27032 Richmond, Virginia 23273	Last Date to File Claims: 03/14/2000 Last Date to File (Govt): 05/14/1999 Filing Status: Docket Status: Late: N

STEP 3 To print register, click on **Print** button from the browser toolbar.

- STEP 4** To view a claim, click on Claim number hypertext link.
- ◆ Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click **View Document** to continue

To accept charges shown below, click on the 'View Document' button, otherwise click the 'Back' button on your browser.

Pacer Service Center	
Transaction Receipt	
Tue Jan 23 16:37:56 EST 2001	
Pacer Login:	lus4605
Client Code:	
Description:	Image
Case Number:	67-30114.DOT
Billable Pages:	1
Cost:	0.07

View Document

Docket Report

The *Docket Report* allows user to view and print a listing of all events docketed to a specific case.

- STEP 1** Select **Reports** from the Main Menu, click on **Docket Report** hypertext link from Reports menu.

[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]

Docket Sheet

Case number

Filed to

Entered to

Documents to

Include terminated parties

Include links to Notice of Electronic Filing

Sort by

The Selection Criteria screen appears:

- ◆ **Case number** – click in box and type a specific case number
- ◆ **Filed** – click on radio button to sort docket text using the Filing date
- ◆ **Entered** – click on radio button to sort docket text using the Entered date
 - ◆ After selecting date type to be displayed, you have the opportunity to enter a date range for the docket to display. Leave blank to display all docket entries or click in box and enter a specific start and end date range
- ◆ **Documents** – leave blank to display all documents or enter a beginning and ending number range for docket to display

- ◆ **Include terminated parties** – click in box to have docket display terminated parties
- ◆ **Include links to Notice of Electronic Filing** – click in box to allow access to notice of electronic filing for certain documents (*Note: The Notice of Electronic Filing will reflect those parties who are receiving electronic notification in the case.*)
- ◆ **Sort by** – click down arrow to right of box to select how the docket is to be sorted

STEP 2 Click on **Run Report** to continue or **Clear** to reset search criteria. The **Case Docket Sheet** screen appears:

U.S. Bankruptcy Court Eastern District of Virginia (Richmond) Bankruptcy Petition #: 00-60026-DOT	
Assigned to: Douglas O. Tice Jr. Chapter 7 Voluntary No asset	Date Filed: 03/08/2000
Carolyn S. Talley 6303 Silo Court Fredericksburg, VA 22407 SSN: 227-76-2579 Debtor	Mitchell Goldstein Hanzcker & Lyon 10826 Courthouse Rd. represented by: Fredericksburg, VA 22408 (540)891-5665
Carolyn S. Talley 6303 Silo Court Fredericksburg, VA 22407 SSN: 227-76-2579 Plaintiff	Mitchell Goldstein represented by: (See above for address)

[NOTE: Use scroll bar to the right of screen to move docket sheet up or down.]

Robert E. Hyman P. O. Box 1780 Richmond, VA 23218-1780 (804) 775-0979 Trustee U.S. Trustee U.S. Trustee		
Filing Date	#	Docket Text
05/16/2000	13	Motion to Convert or Dismiss Filed by U.S. Trustee on behalf of U.S. Trustee. (Heagle, Sandra)
04/28/2000		Request for Mediation filed by Robert E. Hyman on behalf of Robert E. Hyman. (Heagle, Sandra)
04/28/2000	12	Motion to Substitute Attorney filed by Mitchell Goldstein of Hanzcker & Lyon on behalf of Carolyn S. Talley. (Heagle, Sandra)
04/28/2000	11	Motion to Convert Case to Chapter 12 filed by Mitchell Goldstein of Hanzcker & Lyon on behalf of Carolyn S. Talley. (Heagle, Sandra)

STEP 3 To **print** docket, click on the **Print** button from the browser toolbar.

STEP 4 To **view a specific document**, click on the docket number hypertext link.

- ◆ **Pacer Service Center Transaction Receipt** will appear reflecting number of pages that will be billed to your PACER account, click **View Document** to continue

To accept charges shown below, click on the 'View Document' button, otherwise click the 'Back' button on your browser.

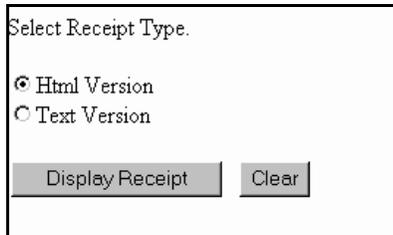
Pacer Service Center Transaction Receipt	
Tue Jan 23 16:37:56 EST 2001	
Pacer Login:	us605 Client Code:
Description:	Image Case Number: 67-30114-DOT
Billable Pages:	1 Cost: 0.07

[View Document](#)

STEP 5 To **view Notice of Electronic Filing**, click on sliver bullet next to docket number hypertext link.

- ◆ Click appropriate radio button to Select Receipt Type
- ◆ Click **Display Receipt** to continue or **Clear** to reselect receipt type

STEP 6 Notice of Electronic Filing **screen appears**



Select Receipt Type.

Html Version
 Text Version

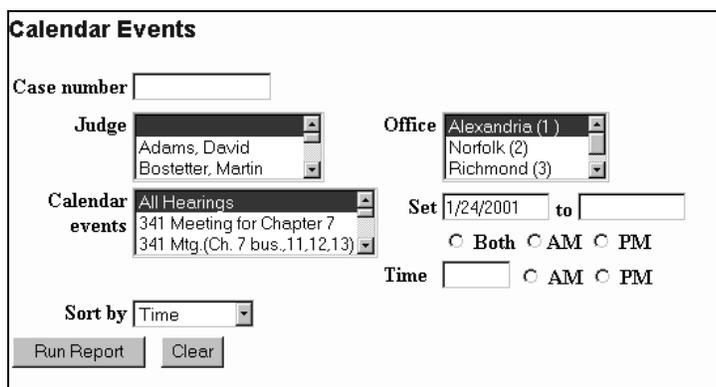
Display Receipt Clear

- To print, click **Print** button from browser toolbar

Calendar Events

The *Calendar Events* Report displays a report of events scheduled for the date, time period, etc. selected. The report will show the first proceeding that set the hearing date, or, if the proceeding that set the hearing date is related to an earlier proceeding, the earlier proceeding will print.

STEP 1 Select **Reports** from the Main Menu, click on **Calendar Events** hypertext link from the Reports menu. Selection Criteria screen appears and allows user to specify what information is to be included on the report.



Calendar Events

Case number

Judge
Adams, David
Bostetter, Martin

Office
Alexandria (1)
Norfolk (2)
Richmond (3)

Calendar events
All Hearings
341 Meeting for Chapter 7
341 Mtg.(Ch. 7 bus.,11,12,13)

Set to

Both AM PM

Time AM PM

Sort by
Time

Run Report Clear

Selection Criteria fields include:

- ◆ **Case Number** – click in box and type a specific case number (include dash)
- ◆ **Office** – select and click on an appropriate divisional office, to select two or more, press down <Ctrl> key, then click on selection(s)
- ◆ **Calendar Events** - click to select a specific hearing event, to select two or more, press down <Ctrl> key, then click on selection(s).
- ◆ **Set** – click in box and enter a beginning and ending date for report to display
- ◆ Click appropriate radio button to select generic time period for display - **Both**, **AM**, or **PM**, if searching for a specific time, leave unselected
- ◆ **Time** - click in dialog box and type a specific time of hearing (include colon) or leave blank if using radio button select above
- ◆ If searching on a specific time, click radio button to select **AM** or **PM**.
- ◆ **Sort** - click on the right of the field and select appropriate sort option.

STEP 2 Click on **Run Report** to continue or **Clear** to reset search criteria. **Calendar Events** report Screen appears:

U.S. Bankruptcy Court
Eastern District of Virginia
Calendar Events Set For 1/1/2000-6/1/2000

01/03/2000
09:00 AM
99-60201 Credit Card Chapter: 7
Andrea D. Redmon representing Credit Card (Debtor)
Meeting of Creditors (Chapter 13) Consumer/Non-Business. 341 meeting to be held on 12/30/1999 at 09:00 AM at 825 Diligence Drive, Suite 102, Newport News, VA 23606 (U.S. Trustee - Newport News). Proof of Claims due by 3/29/2000, Government Proof of Claim due by 6/19/2000, with Confirmation Hearing to be held on 1/3/2000 at 09:00 AM at 825 Diligence Drive, Suite 102, Newport News, VA 23606 (U.S. Trustee - Newport News).

01/05/2000
05:15 PM
67-30114-DOT Samuel G. Ritz Chapter: 7
James E. Kane representing Samuel G. Ritz (Debtor)
J. Stephen Buis (Trustee)
Motion to Avoid Lien filed by Leonard E. Ringler of City Attorney's Office on behalf of City of Newport News, Virginia.

01/11/2000
09:00 AM

STEP 3 To print report, click on **Print** button from browser toolbar

STEP 4 To see related entries, click on silver bullet next to hearing description. Related Proceedings Report appears.

Related Proceedings Report
Case Number: 67-30114 Samuel G. Ritz (docket entries only)
FeeDueBK

Filing Date # Docket Text
11/09/1999 4 Motion to Avoid Lien filed by Leonard E. Ringler of City Attorney's Office on behalf of City of Newport News, Virginia (Ringler, Leonard)

Related Proceedings:

Filing Date # Docket Text
11/10/1999 8 Notice of Hearing (related document(s)(4)) filed by Leonard E. Ringler of City Attorney's Office on behalf of City of Newport News, Virginia with hearing to be held on 1/5/2000 at 05:15 PM at 600 Granby Street, 4th Floor, Judge St. John's Chambers, Norfolk, VA 23510 (Pre-Trial Conference (Ringler, Leonard)

Calendar Text: RE Doc #8; Notice of Hearing

STEP 5 To view documents from **Related Proceedings Report**, click on document number hypertext link.

- ◆ PACER Login screen will appear if you are not already logged into PACER.
 - Enter PACER login, password and a client code
- ◆ If already logged into PACER, proceed to Step 6

STEP 6 Pacer Service Center Transaction Receipt will appear reflecting number of pages that will be billed to your PACER account, click **View Document** to continue

To accept charges shown below, click on the 'View Document' button, otherwise click the 'Back' button on your browser.

Pacer Service Center	
Transaction Receipt	
Tue Jan 23 16:37:56 EST 2001	
Pacer Login:	js4603
Client Code:	
Description:	Image
Case Number:	67-30114-DOT
Billable Pages:	1
Cost:	0.07

Creditor Mailing Matrix

The *Creditor Mailing Matrix* report displays the list of creditors for a specific case. The list contains those creditors uploaded at case opening and may or may not include parties that have filed/docketed a pleading to the case. All creditors on this report were added through the Creditor Maintenance option of the system and used by the BNC (Bankruptcy Noticing Center) for Court generated notices.

STEP 1 Select **Reports** from the Main Menu, click on **Creditor Mailing Matrix** hypertext link from Reports menu. Selection Criteria screen appears.

[NOTE: You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.]

Creditor Mailing Matrix

Case number

Special mailing group (*Highlight blank field for no special mailing group*)

Format 1 column
 raw data format

- ◆ Enter case number
- ◆ Click to select appropriate **Format** radio button
- ◆ Click **Run Report** or **Clear** to reset search criteria

STEP 2 **Search Results** screen appears listing creditors for case specified

STEP 3 To print, click on **Print** button from browser toolbar