

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 case by any combination of the available fields shown in Figure 2.

Figure 2

NOTE: PACER charges apply to any query or report.

Search Clues Screen

- STEP 1.** A user can search by any one or a combination of several of the available fields. However, for reasonable results, it is best if the search is NOT by just First Name, just Middle Name or just Type.
- STEP 2.** To Search by **Case Number**, click the case number field and enter the 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 field and enter the appropriate information. Note, user 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 case fits the search data, all will display as hyperlinks. Click the case of interest and a brief summary will appear at the top of the screen with a list of hyperlinked options.

STEP 2. Select the appropriate hyperlink for query from the following options:

- **Aliases** - 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.
- **Case Summary** - Displays a summary of basic case information which includes dates filed, discharged, dismissed or converted, names of debtor(s), debtor's attorney, and trustee plus other information.
- **Creditor** - Displays the creditors in the case.
- **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 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 created in a case, with sorting options and hyperlinks to text.
- **Notice of Bankruptcy Case Filing** - Displays a Notice of Electronic Case Filing with date, time and court seal. This notice can be printed.
- **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.
- **Trustee** - Displays 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.