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 desired case or cases by using any combination of the available fields shown below in *Figure 2*.
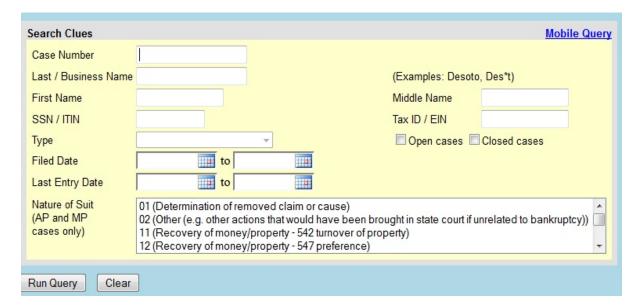

Figure 2

> **NOTE:** PACER charges apply to any query or report run.

Mobile Query

This option provides a limited query display on a mobile device. (See the link at top right of Figure 2) It allows searches by case number or party name and allows text searches on docket entries in a single selected case. Outputs include Attorney, Party, Deadlines and Docket Entries. Users will be required to provide a PACER login as this application bills for information retrieval in the same manner as the main application query. PACER Case Locator also directs users to this interface.

Search Clues

The following criteria or combination of criteria may be entered into the available fields to search for cases on the Search Clues screen in ECF:

1. **Case Number.** Enter in the format YY-NNNNN (e.g., 13-68734) for a bankruptcy case and YY-NNNN (e.g., 09-3915) for an adversary proceeding.

2. **Last/Business Name.** A partial name may be entered and the search is not case sensitive. For example, "simp" will bring up cases for Simple, Simpson, etc.

3. **SSN/ITIN or Tax ID/IEN**. Enter the appropriate number, including hyphens.

4. **Type.** If searching by name, a party type may be selected from the drop-down menu, if appropriate.

5. **Open and/or Closed cases**. Select either or both options if desired

6. **Filed Date range**. Select a beginning and ending date from the drop-down calendars, if desired.

7. **Last Entry Date.** Select a beginning and ending date from the drop-down calendars, if desired.

8. **Nature of Suit.** Select one or more to display a report of cases in which the corresponding natures of suit have been filed. Note: if more than one selected, the search could produce many records and lead to a large billing charge.

   When all the search clues have been entered, click Run Query to continue or Clear to remove all the entries and begin again.

Results of Search

1. If more than one person or case record fits the search data, all search results will display with hyperlinks to the case docket.

2. Select a desired hyperlink from the following options:
   - ❏ **Alias** - 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 except for those who have only filed claims.

❏ **Case Summary** - Displays a summary of basic case information which includes dates filed, discharged, dismissed, or converted, names of debtor(s), debtor's attorney, trustee, and other information.

❏ **Claims Register** - Displays a claims register which can be generated by Creditor Type, Creditor Name, Creditor Number, Claim Number(s), and Dates(s) Filed/Entered, with the options to select "View multiple documents" or "View claims summary report". Two levels of sort are provided in which claim number, filed date or creditor name may be selected.

❏ **Creditor** - Displays a list of all 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 which has multiple sorting options, including sort by File Date or Entered on the Docket Date; for best results, use the "File Date" option. You may also choose sort options under Include with 3 different check boxes including terminated parties, links to Notices of Electronic Filing and Page Counts for documents. Under Document Options you may select to Include headers when displaying PDF documents, View multiple documents or Create an Appendix that would include on the Docket Sheet all docket entries in this case or selected docket entries only. The docket report that is displayed may then 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.

❏ **Filing Fee** - Displays the case filing fee, all payments, and balance due.

❏ **History/Documents** - Displays listing of entries/documents made or filed in a case, with sorting options, docket text if desired, and hyperlinks to view the actual PDF documents.

❏ **Judge** - Displays the judge to whom the case is assigned and any judge reassignments that have occurred during the case.

❏ **List of Creditors** - Displays a creditor mailing matrix/list in either 3 columns format or raw data format. PACER charges are incurred. If run in raw data format, the addresses displayed are those submitted by the debtor. This lists creditors, debtors, any debtor's attorney, the trustee, and the U.S. Trustee, but it does not include attorneys for other parties. [**NOTE**: To print mailing labels using commercially available "label paper" (*e.g.*, Avery 5260) and word processing software (*e.g.*, Corel WordPerfect or Microsoft Word), select "3 column format", and copy and paste the names and addresses from ECF to the word processing software using the label function.]

The list of creditors may be run with or without special notice groups. Special mailing groups are created by the court to send selected notices (for example, 341 meeting notices and discharges) to entities who may not otherwise be parties or creditors in the case. Special mailing groups include agencies such as the U.S. Attorney, U.S. Attorney General, Oregon Department of Revenue, Division of Child Support, and Oregon Attorney General.

❏   **Notice of Bankruptcy Case Filing** - Displays a *Notice of Electronic Case Filing* with the date and time of filing, and a court seal affixed to prove authenticity. This notice can be printed to show third parties.

❏   **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 (*i.e.*, Confirmed, Closed, Reopened, Converted, etc).

❏   **Trustee** - Displays name of case trustee.

❏   **View Document** - Allows a user to enter a document number and view only that document, thus avoiding the expense of running a docket report in order to view the document.