

The Query Menu Option

PACER-registered participants may use this feature to query the Electronic Case Filing (ECF) system for public case information. To enter the Query mode, log onto the ECF system using your PACER login and password. However, if you intend to review cases with PACER-restricted document such as older criminal cases and Social Security appeals, then log in using your court-issued CM/ECF password and login. Click on *Query* in the **blue** menu bar as shown below.

NOTE: **PACER logins** and passwords allow any registered PACER user to:

- *View* all unsealed criminal docket sheets and unsealed criminal documents filed *after 11/1/2004*;
- *View* all unsealed civil documents and docket sheets *except* documents pertaining to Social Security cases.

FLND CM/ECF logins and passwords allow *registered attorneys admitted to practice within the Northern District of Florida* to:

- *File* public pleadings in unsealed cases;
- *View* case dockets and documents in the manner specified above for PACER users with the following additions:
 - Allows attorneys of record in a case to view public PDF documents filed in criminal cases *prior to 11/1/2004*; and
 - Allows attorneys of record in a case to view all unsealed information pertaining to Social Security cases.
- *Maintain* user account information.

Limitations: Neither login type will allow any external user to view sealed cases or view/file sealed documents.



When accessing reports through Query, the system will prompt you for your PACER login and password in order to track billing information.

Note: Your [PACER](#) login and password are different from your FLND CM/ECF login and password as noted above. You must have a [PACER](#) account in order to retrieve, view, and print documents or reports. You will be charged the standard [PACER](#) fee for access to documents, docket sheets, etc except for your *first* access to an e-filed document through the Notice of Electronic Filing (NEF) e-mail. All fees will be presented to the user for approval prior to report/document access.

After entering your [PACER](#) login and password, CM/ECF opens a Query data entry shown below. If you know the case number, enter it in the **Case Number** field and click on the **[Run Query]** button.

The screenshot shows the ECF Query data entry form. At the top is a blue navigation bar with the ECF logo and menu items: 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below the navigation bar is a yellow header with the word 'Query'. The main form area has a light yellow background and is titled 'Search Clues'. It contains several input fields and options:

- Case Number:** A text input field.
- or search by:** A section with radio buttons for 'Open', 'Closed', and 'All'.
- Filed Date:** Two text input fields separated by 'to'.
- Last Entry Date:** Two text input fields separated by 'to'.
- Nature of Suit:** A dropdown menu with options: '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'.
- Cause of Action:** A dropdown menu with options: '0 (No cause code entered)', '02:0431 (02:431 Fed. Election Commission: Failure Enforce C)', and '02:0437 (02:437 Federal Election Commission)'.
- Last/Business Name:** A text input field with examples: '(Examples: Desoto, Des*t)'.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Type:** A dropdown menu.

 At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

If you do not know the case number, you may query the case using the last name of the party or attorney. You can also add the company or organizational name to the "Last Name" field to search for cases.

If there is more than one person with the same last name in the database, ECF brings up a screen from which to select the correct name.

The screenshot shows a search form on the left and a results panel on the right. The search form has fields for Last Name (containing 'ABRAMS'), First Name, and Type, with 'Run Query' and 'Clear' buttons below. The results panel displays the message 'There were 5 matching persons.' followed by a list of names and their roles in parentheses.

Search Field	Value
Last Name	ABRAMS
First Name	
Type	

Buttons: Run Query, Clear

Results:

- [ABRAMS, DENISE](#) (pty)
- [ABRAMS, LOWELL](#) (pty)
- [ABRAMS, MEREDITH S](#) (aty)
- [ABRAMSON, GIL A](#) (aty)
- [ABRAMSON, HERBERT W](#) (pty)

If you find that the list of applicable names is too long to review, press the **[back]** button and add the first few letters of a party's first name in the "First Name" field in order to refine or narrow your search parameters.

If the selected name is associated with more than one case, CM/ECF will open a case selection screen:

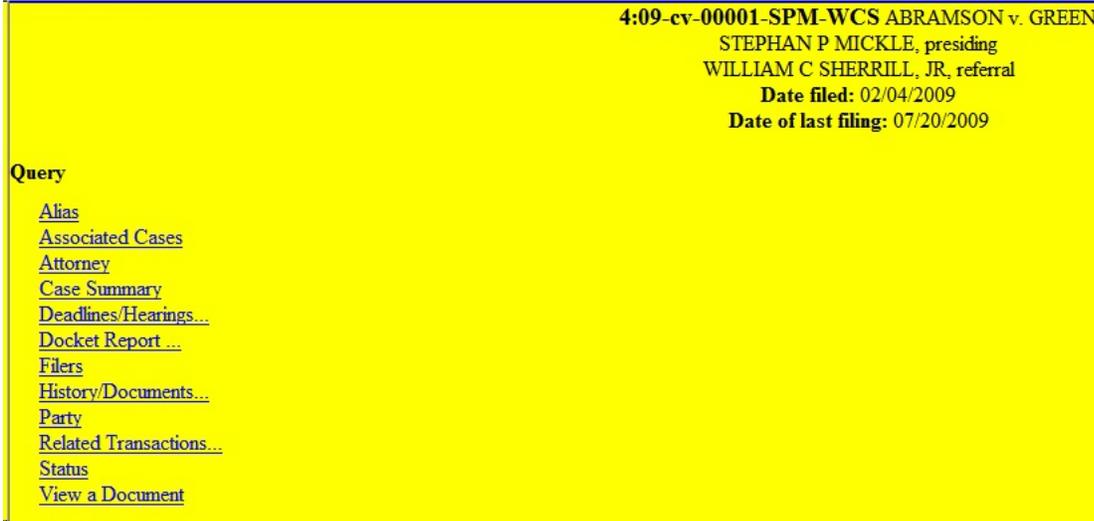
The screenshot shows a screen titled 'Select A Case'. It displays the message 'This person is a party in 2 cases.' followed by two case entries, each with a case number, case name, and filing date.

Select A Case

This person is a party in 2 cases.

- [5:98-cv-00152-LC-MD](#) GEORGE v. ABRAMSON, et al filed 06/01/98
- [5:98-cv-00296-SPM](#) GEORGE v. ABRAMSON, et al filed 11/02/98

Clicking on either the name or the case number (in instances where the name is associated with more than one case) will open the query screen for that case:



If you are looking for a broader range of cases, you may elect to query the database using the “Nature of Suit” option. Enter a range for either the filed date or the last entry date and select the applicable Nature of Suit from the list provided. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time."

If this query yields more than one case that meets the selected criteria, you will see a screen listing multiple case numbers (shown in the example above).

The screenshot shows a form titled **Search Clues** with a yellow background. It contains the following fields and options:

- Case Number**: A text input field with a placeholder and the text "(Examples: 99-500, ...)".
- or search by**: A label indicating alternative search criteria.
- Filed Date**: A date range input field with "1/1/1970" in the first box and "3/25/2004" in the second box, separated by "to".
- Last Entry Date**: A date range input field with two empty boxes separated by "to".
- Nature of Suit**: A dropdown menu with a list of options: "0 (zero)", "110 (Insurance)", and "120 (Contract Marine)". The "110 (Insurance)" option is currently selected and highlighted in blue.

Query Options

You may choose specific case information from a list of query options. The following paragraphs describe several of the available case-specific query options available to you once you access a specific case.

Alias

Displays alias names for all parties in the case or indicates that no party records contain aliases.

Associated Cases

Displays all cases associated with the selected case or indicates no other case associations.

Attorney

Displays the name, address, telephone number, and e-mail address of the attorneys who represent each of the parties in the case.

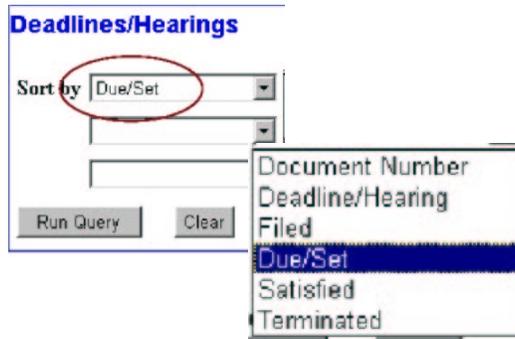
Case Summary

Provides a summary of current case-specific information such as that shown below.

Case Summary			
Office:	Pensacola	Filed:	03/13/2001
Jury Demand:	None	Demand:	\$0
Nature of Suit:	555	Cause:	42:1983 Prisoner Civil Rights
Jurisdiction:	Federal Question	Disposition:	
County:	Escambia	Terminated:	08/29/2002
Origin:	1	Reopened:	
Lead Case:	None	Other Court Case:	None
Related Case:	None		
Flags:	1915_1, CLERK_1		
Defendant "A" _____			
Defendant "B" _____			
Plaintiff "A" _____			

Deadlines/Hearings

Produces a screen that allows you to sort and query the database to obtain hearing and other schedule deadlines. If you query as illustrated below, CM/ECF opens the **Deadline/Hearings** screen.



If you click on a document number, ECF will display the document responsible for the setting of a deadline or hearing.

1:04-cr-00001-SPM-AK USA v. SHEPARD
Date filed: 01/20/2004

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
	● 90 Day Deadline	01/22/2004	04/21/2004		
8	● Jury Selection	01/29/2004	03/08/2004 at 09:00 AM		03/01/2004
8	● Jury Trial	01/29/2004	03/08/2004 at 08:30 AM		03/01/2004

If you click on the button to the left of the Deadline/Hearing title (the silver ball), ECF will display the docket summary text and related docket entries for the deadline/hearing selected.

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
	 90 Day Deadline	01/22/2004	04/21/2004		
8	 Jury Selection	01/29/2004	03/08/2004 at 09:00 AM		03/01/2004

Note: **Attorneys are responsible for tracking deadlines/hearings**; the “Deadlines/Hearings” report should be used only as a guide. Consult the PDF document setting the deadline/hearing, the text of any text-only notices of hearing or orders, the Local Rules of this district, or the Federal Rules when determining deadlines/hearing dates.

Docket Report

When you select “**Docket Report**”, CM/ECF opens the Docket Sheet screen for the case.

Docket Sheet

Case Number
4:09-cv-00001-SPM-WCS ABRAMSON v. GREEN

Filed to
 Entered to

Documents to

Include:
 Parties and counsel
 Terminated parties
 List of member cases
 Links to Notices of Electronic Filing

Document options:
 Include headers when displaying PDF documents
 View multiple documents
 Create Appendix

Format:
 HTML (unpaginated)
 PDF (paginated)

Sort by

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire report.

If you want to view the Notice of Electronic Filing from the docket report, place a checkmark in the box next to **“Links to Notice of Electronic Filing.”**

After you have selected the parameters for your report, click on the **[Run Report]** button. CM/ECF will run and display your customized docket report.

Explanation of report. Document numbers appearing on the docket report as blue hyperlinks offer the user access to electronically filed (PDF) documents (except those that are sealed).

Document numbers that appear in black font (i.e., without a hyperlink) indicate an entry that is text-only. In other words, all of the information about that entry is contained within the docket text and not within a separate PDF file.

Public users have access to all criminal unsealed PDFs filed in unsealed cases after November 1, 2004. Otherwise, only the attorney of record in an unsealed criminal case may gain access. Social Security cases are also protected due to the inclusion of medical records and personal identifiers, and only attorneys of record may gain access to their PDFs.

To view the **Notice of Electronic Filing (NEF)** for the document, place your pointer on the silver button next to the document number and click to display.

Filing Date	#	
01/20/2004		INDI (deb,
01/20/2004		ORD: JR - v (Enter

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, CM/ECF opens the screen depicted below.

History/Documents

All events (history)
 Only events with documents

Display docket text

Sort by Oldest date first

Run Query Clear

You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

Note: Some court entries do not have an associated PDF document; these are called "text-only" entries. Therefore, choosing **Only events with documents** will create a report that excludes text-only entries such as some court orders or notices.

The default setting for this report (shown above) will display the short description of each docket entry after you click the **Run Query** button.

History

Doc. No.	Dates	Description
<u>1</u>	<i>Filed:</i> 01/20/2004 <i>Entered:</i> 01/22/2004	Indictment

History/Documents

All events (history)
 Only events with documents

Display docket text

Sort by Oldest date first

Run Query Clear

However, selecting **"Display docket text"** before running the report will give you access to more information.

FLND CM/ECF Attorney User's Guide Chapter 14

Doc. No.	Dates	Description
1	<i>Filed:</i> 01/20/2004 <i>Entered:</i> 01/22/2004	Indictment
<i>Docket Text:</i> INDICTMENT as to RONALD RYAN SHEPARD JR (1) count(s) 1-13. Fraud by Wire (deb, Gainesville)		

PDF documents, including transcripts that have been reviewed for redaction purposes, may be reviewed for a nominal PACER fee by clicking on the document number hyperlink (i.e., the blue underlined number in the Doc No. Column).