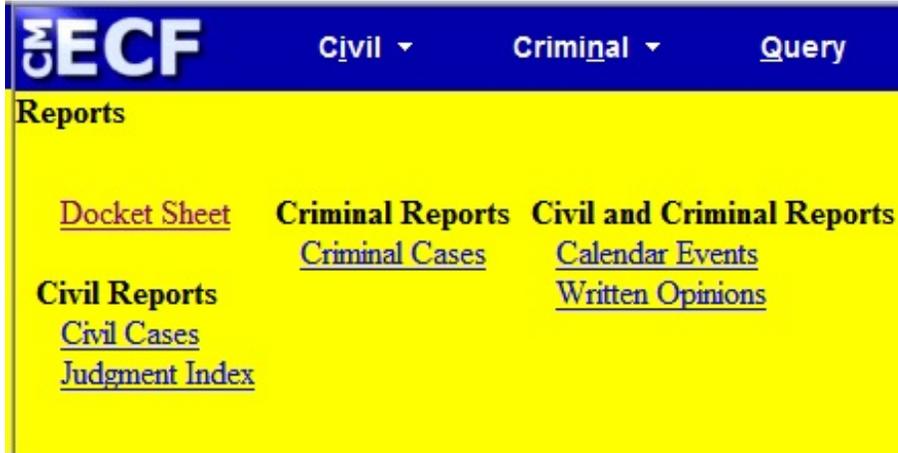


## Reports Feature

The Reports feature of CM/ECF provides the user with several report options. After selecting the Reports feature from the *blue* menu bar, ECF opens the **Reports** screen depicted below:



A [PACER](#) login and password is required to access these reports except for the Court Calendar Events. This report may be viewed without logging into [PACER](#).

Note: Access to the **Judgment Index** report does not require a [PACER](#) login. However, this report is currently not being used by this district.

## Docket Sheet Report

**Docket Sheet**

Case number

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

The “Docket Sheet” option opens the same report parameter screen as found under “Query”. Enter the desired case number in the **Case Number** field, select parameters for the remainder of the data entry fields, and click [\[Run Report\]](#). CM/ECF will display a full docket sheet for the case you selected.

If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. CM/ECF also offers various sorting options from the Docket Sheet query screen.

## Civil Cases Report

When you click on the [Civil Cases](#) hyperlink, CM/ECF displays the following screen which includes a billing warning from PACER:

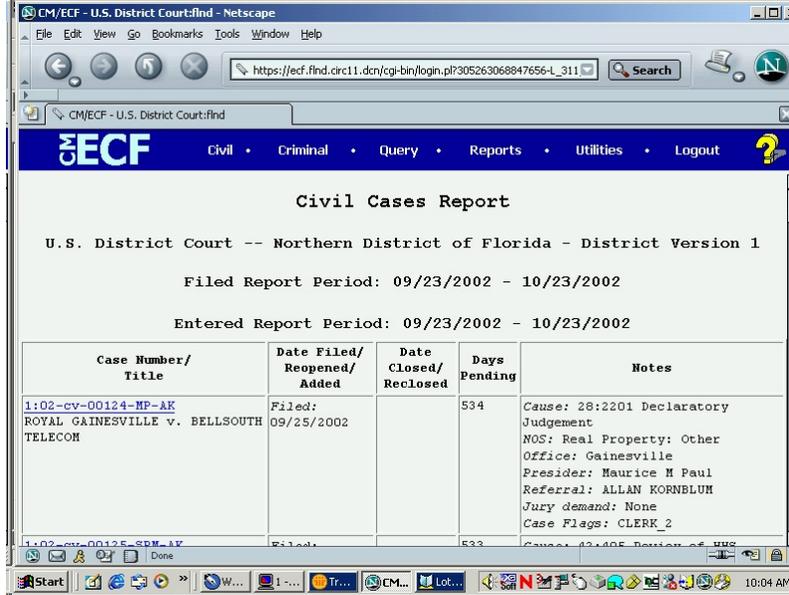
The **Civil Cases** report provides you with the flexibility of querying the FLND CM/ECF database to locate cases filed within a particular divisional office, within a specific date range, by Nature of Suit and Cause Code, and by terminal digit. You may also search for one or both civil case types (i.e., civil and miscellaneous). Case flags are used by the court for administrative purposes and may be selected as a report parameter. However, it is suggested that you leave this parameter on the default of all (depicted as a solid blue bar) when running reports.

**Note:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Logging to ECF **and PACER** will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code if you wish to narrow your search. If you leave all fields blank and leave all other report parameters at their default settings, ECF will display a report for all open cases filed within the date range placed in the Filed fields/Entered fields.

This picture below depicts part of a report of all cases filed in ECF at the U.S. District

Court from 9/23/2002 to 10/23/2002.



The far-left column of the Civil Cases Report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a “Docket Sheet” report.

## Criminal Cases Report

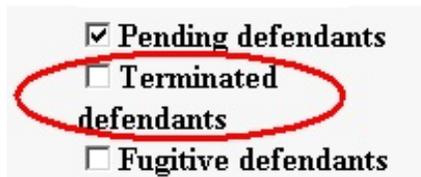
The criminal cases report functions in a similar manner as the civil cases report with a slightly different selection screen:

**Criminal Cases Report**

**Warning: This report is not subject to the 30 page billing cap.  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.**

Office: Gainesville, Panama City  
Case types: Criminal, Magistrate Judge  
Case flags: 1915\_1, 1915\_2  
Citation: [dropdown]  
Count Status:  Pending  Disposed  
Filed: 9/21/2009 to 9/28/2009  
Terminal digit(s): [input] 2, 4-7  
 Pending defendants  
 Terminated defendants  
 Fugitive defendants  
 Non-Fugitive defendants  
Sort by: Case Number [dropdown] [dropdown] [dropdown]  
Output Format:  Formatted Display  Data Only  
Run Report Clear

The "Terminated defendants" box must be checked if you are looking for criminal cases on appeal.



## Calendar Events Report

This report may be used **as a guide** to research hearing dates and times. However, the court instructs attorneys to rely on the PDF document or the text-only order/notice setting the hearing for accurate information.

**Calendar Events Report**

Case number

Office Gainesville (1) ▲  
Pensacola (3) ▲  
Tallahassee (4) ▼

Nature of suit 0 (zero) ▲  
110 (Insurance) ▼

Calendar events All Hearings ▲  
Allocution Hearing ▲  
Arbitration Hearing ▼

Set  to

Both  AM  PM

Time   AM  PM

Include docket text

Include closed cases

Display terminated parties

Sort by Time ▼

**Note:** You must select a date range and a time frame (i.e., a.m., p.m., or "both") when running a calendar report.

## Written Opinions

Written opinions are designated as such by the court and are docketed with an event that causes their PDF to be accessed for free via PACER. Opinions can be accessed by case number or through the use of a more generalized search using the options shown below:

**Written Opinions Report**

Case Number

Last Name  First Name  Middle Name

Office   
Gainesville  
Pensacola

Nature of Suit   
0 (zero)  
110 (Insurance)

Case Type   
Civil  
Criminal

Cause   
0 (No cause code entered)  
02:0431 (02:431 Fed. Election...)

Case Flags   
1915\_1  
1915\_2

Filed between  and   Summary text  
 Full docket text

Sort by

## Judgment Index

Judgments are available electronically in each case. Therefore, the Judgment Index report option is not required for use in the FLND.