Northern District of Florida
CM/ECF Attorney User Guide
Chapter 14

The Query Menu Option

Registered participants may use this feature to query the Electronic Case Filing (CM/ECF) system for specific case information. To enter the Query mode, log onto the CM/ECF system and click on **Query** in the menu bar.

After clicking on Query in the menu bar, a Query data entry screen opens up as depicted below. If you know the case number, enter it in the Case Number field and click on the Run Query button. 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, CM/ECF brings up a screen from which to select the correct name.

Select A Person

There were 5 matching people.

BEVIS   (pty) [defendant]

BEVIS, DEAN H   (pty) [defendant]

BEVIS, EVELYN ALEXIS   (aty)

BEVIS, GREA   (pty) [defendant]

BEVIS, STEPHEN   (pty) [defendant]

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

Select A Case

DEAN H BEVIS is a defendant in 3 cases.

4:01-cv-00446-SPM-WCS   DAVIS v. HUMPHRIES, et al   filed 10/16/01   closed 11/13/01

4:03-cv-00297-WS-WCS   KNIGHT-NASHADDAI v. CROSBY, et al filed 09/19/03   closed 06/20/06

4:05-cv-00047-WS-WCS   MOORE v. CROSBY et al   filed 02/03/05   closed 05/06/05

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:

Mobile Query

Query

Alias
Associated Cases
Attorney
Case Summary
Deadlines/Hearings...
Docket Report ...
Filers
History/Documents...
Party
Related Transactions...
Status
View a Document

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.

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.

Attorney

A query on Attorney, displays the name, address, telephone number, and e-mail address of the attorney(s) who represent each of the parties in the case.

Case Summary

Provides a summary of current case-specific information.

Deadlines/Hearings

Produces a screen that allows you to sort and query the database to obtain hearing and other schedule deadlines. If you click on a document number, ECF will display the document responsible for the setting of a deadline or hearing.

Docket Report

When you select "Docket Report", CM/ECF opens the Docket Sheet screen. 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, CM/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 "Include 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. 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.

History/Documents

This selection queries the database for case event history and documents associated with the case.

Party

This selection shows all the parties associated with a case.