

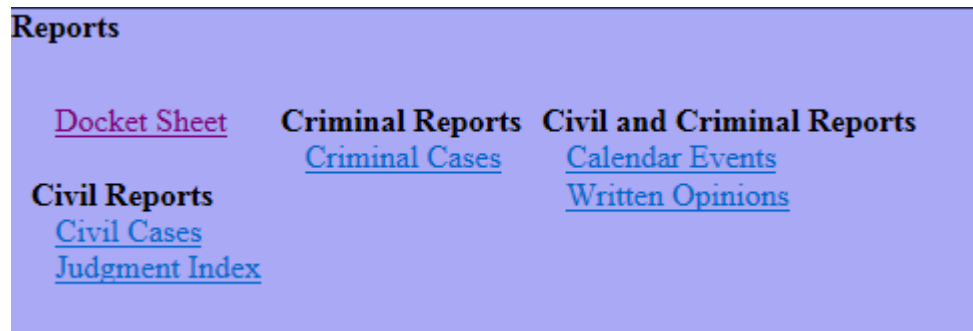
Northern District of Florida

CM/ECF Attorney User Guide

Chapter 15

Reports Feature

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



Docket Sheet Report

The Docket Sheet option opens the same report parameter menu as found under Query. 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

The Civil Cases report provides you with the flexibility of querying the 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.

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, CM/ECF will display a report for all open cases filed within the date range placed in the Filed fields/Entered fields.

The far-left column of the Civil Cases Report contains hyperlinked case numbers. If you click on a particular case number, CM/ECF opens the Docket Sheet report window from which you can retrieve the docket sheet for the selected case.

Criminal Cases Report

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

Judgment Index Report

This report allows judgments to be searched by either name, case number, or date range.