

United States Bankruptcy Court

Central District of California

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PACER MANUAL FOR NON-COURT USERS

March 3, 2006

SECTION 1

Access

Site Entry

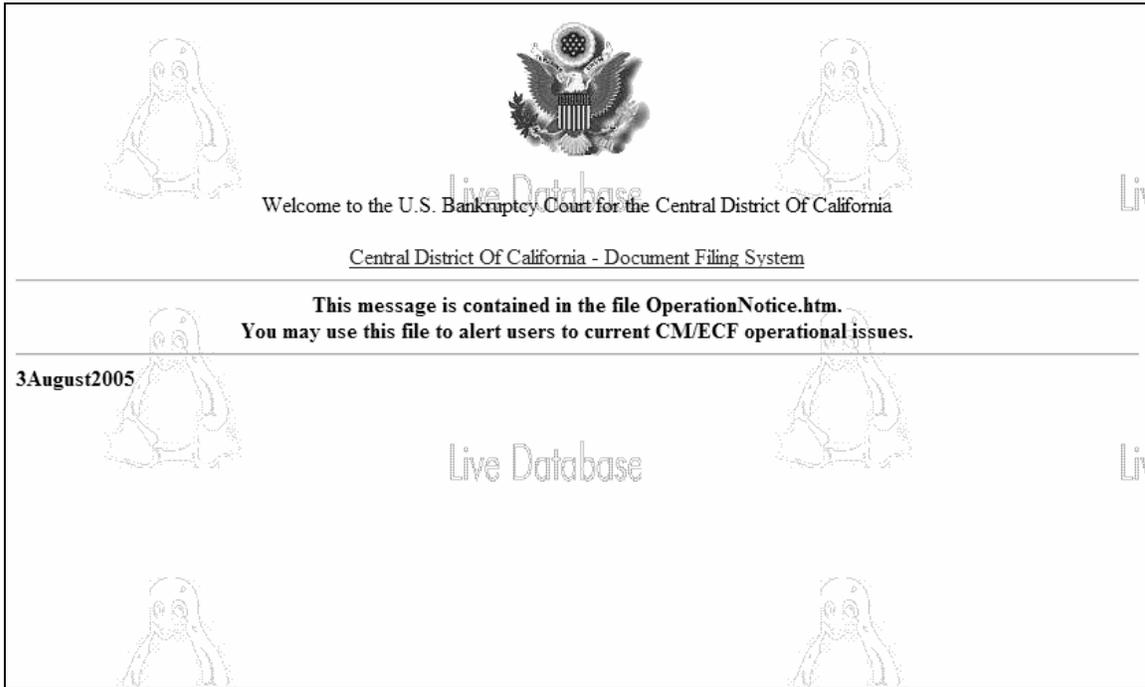
Users may access the Public Access to Court Electronic Records (PACER) system for the Central District of California through the court's internet web page at <http://www.cacb.uscourts.gov>.

STEP 1 Click the **Electronic Services** option in the blue-colored bar on the left side of the page, then the **CM/ECF PACER** option in the drop down menu.



The PACER screen will appear; click the hyperlink:

Central District Of California - Document Filing System



The image shows a screenshot of a PACER (Public Access to Court Electronic Records) welcome screen. At the top center is the official seal of the United States Bankruptcy Court for the Central District of California, featuring an eagle with wings spread, holding a shield and a scroll. On either side of the seal are two cartoonish penguin-like characters sitting on a bench. Below the seal, the text reads: "Welcome to the U.S. Bankruptcy Court for the Central District Of California". Underneath this is a hyperlink: "Central District Of California - Document Filing System". A horizontal line separates this from the next section, which contains the text: "This message is contained in the file OperationNotice.htm. You may use this file to alert users to current CME/ECF operational issues." Below this is another horizontal line, followed by the date "3August2005". At the bottom of the screen, the words "Live Database" are displayed in a large, stylized font. The background of the screen is white with faint, repeating watermarks of the penguin characters and the words "Live Database".

Login

STEP 2 The Login Screen will appear prompting for the user's PACER login and password.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of **\$.08** per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested successfully using Internet Explorer 6.0 and Netscape 7.0 as representative browsers. Other browsers and browser versions may work as well. (Netscape 4.7 tested successfully with CM/ECF but that browser does not work with the Treasury Department's new pay.gov version that is used for payment of court fees.)

If the user does not have a PACER login and password, one may be obtained by contacting the PACER Service Center at (800) 676-6856 or register online at www.pacer.psc.uscourts.gov. After going to this link, complete the following steps:

1. Click the *Register for PACER* button on the left-side of the screen.
2. Click the *on-line PACER Registration Form* link in the first line.
3. Complete the *PACER On-Line Registration* and click the **Submit Form** button on the bottom of the page.

Query Index

The Query function allows the user to view a variety of data categories and reports for individual cases, such as docket report, filers, or associated cases.

Cases may be queried using one of several different criteria, as can be seen in the selection screen shown below. If more than one case/person meets the criteria, the user selects one and then chooses what data to view.

You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.

STEP 1 Select Query from the *Main Menu*, the Search Clues Query screen appears.

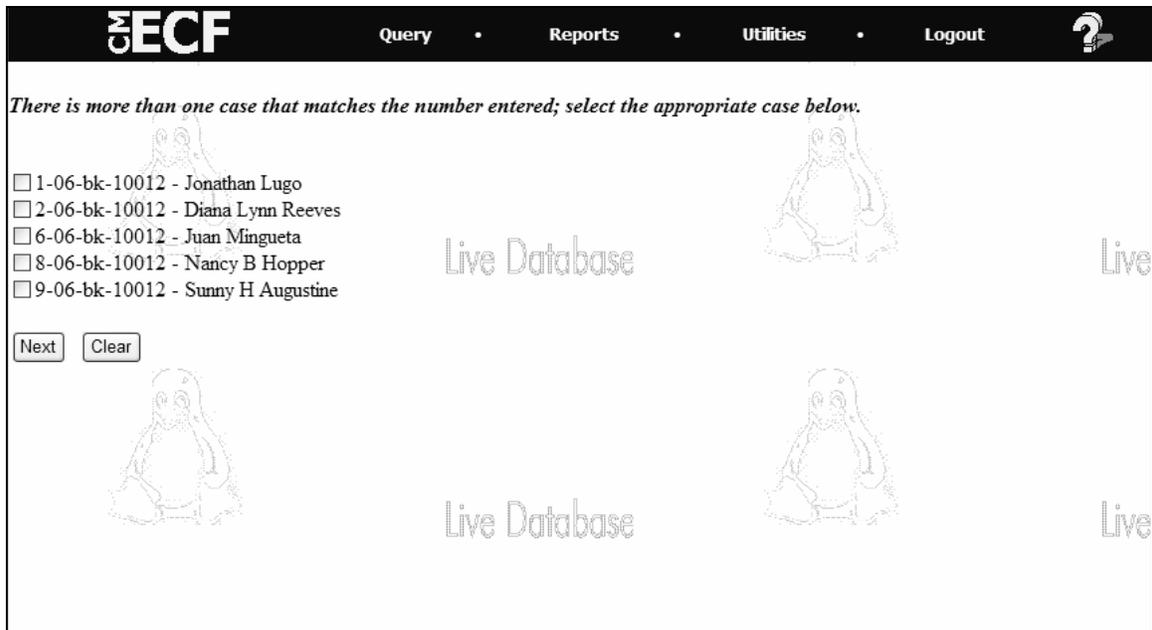
The screenshot displays the ECF Query interface. At the top, the ECF logo is on the left, and navigation links for 'Query', 'Reports', 'Utilities', and 'Logout' are in the center. A help icon is on the right. Below the navigation bar, the word 'Query' is prominently displayed. A 'Search Clues' form is the central focus, containing several input fields: 'Case Number' (with an example '99-80013'), 'Last Name' (with examples 'Desoto, Des*t'), 'First Name', 'Middle Name', 'SSN', 'Tax ID', and a 'Type' dropdown menu. Below the form are 'Run Query' and 'Clear' buttons. The background of the page features a repeating pattern of a cartoon penguin and the text 'Live Database'.

- **Case Number** – enter the case number in ‘YY-NNNNN’ format
- **Run Query** – click this button to *Run Query*
- **Last Name** – if case number is not known, then enter the last name and click on Run Query
- **Type** – select a person *Type* to narrow the search
 - **Attorney**
 - **Party**
 - **Professional**
 - **Trustee**
 - **U.S. Trustee**
- **SSN** – enter the social security number in ‘NNN-NN-NNNN’ format
- **TIN** – enter the tax payer identification number in ‘NN-NNNNNNNN’ format

NOTE: The *Clear* button will clear all contents entered into any one of the fields in the event you need to refresh the Query screen

STEP 2 Each division uses the same series of case numbers. Therefore, if the system finds a particular case number in more than one divisional office, you will be provided a list of cases from which to pick. Select the case by placing a check mark in the box next to the case number.

Office Code	Division
1	San Fernando Valley
2	Los Angeles
6	Riverside
8	Santa Ana
9	Northern



STEP 3 The Query selection screen displays



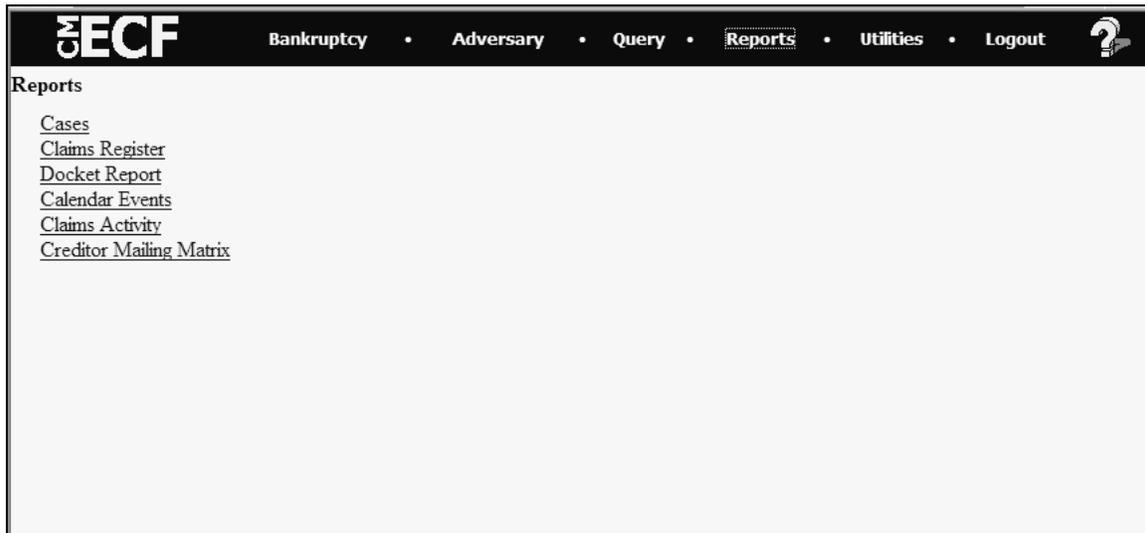
Select one of the options from the Query screen:

Query Selection	Function
Alias	list of alias used by the debtor(s)
Associated Case	hyperlinks to any other related cases
Attorney	list of attorneys associated with the queried case
Case Summary	case status, location, and general information about the case
Creditor	list of creditors in the case having a secondary sort on the creditors list, administrative, 20 largest, limited notice, and notice of appearance
Deadline/Schedule	list of deadlines and schedules in the case with a secondary sort on document number, deadline/hearing, filed, due/set, satisfied, terminated, and party
Docket Report	copy of the docket
Filers	list of parties who filed documents in the case
History/Documents	another view of the docket
Judge	judge assigned to the case
Motion Report	list of all motions filed in the case
Notice of Bankruptcy Case Filing	document generated at case opening will all substantive information regarding the case
Party	list of all parties in the case
Related Transactions	list of all documents that have been linked/related on the docket
Status	pending status in the case
Trustee	trustee assigned to the case

SECTION 3 Reports

Reports

Users may access several Reports created to assist in researching official records of the court. Click **Reports** from the tool bar at the top of the screen. A listing of available reports will be displayed.



The system will prompt for a PACER login and password if you are not already logged into PACER.

When requesting a report using the case number, the format is 'YY-NNNNN'.

The following table contains the reports available:

Report Selection	Function
Cases	list of cases with secondary sort on office, judge, case type, trustee, chapter, terminal digit(s), and date range for filed, entered, discharged, dismissed, closed, or converted dates
Claims Register	list of claims in the case with secondary sort on office, trustee, judge, chapter, filer type, CM operator, creditor name, date range, case number, claim number
Docket Report	view of the docket with secondary sort on filed date, entered date, oldest date first
Claims Activity	detailed data similar to that appearing on the Claims Register is displayed along with creditor name/address, description and remarks fields
Creditor Mailing Matrix	copy of the mailing matrix for the case

Sample Request for Cases Report

When running a report, users have the ability to limit the records that appear on the report. The limiting criteria for each report are different, but include such items as

- Judge
- Filed Date
- Office
- Case Type
- Trustee
- Chapter
- Discharged Date
- Dismissed Date
- Closed Date, etc.

Below is a sample of the request screen for the Cases Report that requests all chapter 7 cases filed between 5/1/05 and 5/31/05, assigned to Judge Bufford, with John Pringle as the trustee.

MCECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Cases Report

Judge Bufford, Samuel
Carroll, Ellen
Carroll, Peter

Office Los Angeles
Riverside
Santa Ana

Case Type ap
bk

Trustee Plotkin, Gary
Pringle, John
Pryce, Robert D

Chapter 7
9

Filed 5/1/2005 to 5/31/2005 **Entered** to

Discharged to **Dismissed** to

Closed to **Converted** to

Terminal digit(s) 2, 4, 7 Open cases Party information
 Closed cases

Sort by Filed Date

Output Format Formatted Display
 Data Only