

## Reports

The following is a summary of Reports that are standard with CM/ECF and may be used by trustees, attorneys and PACER users.

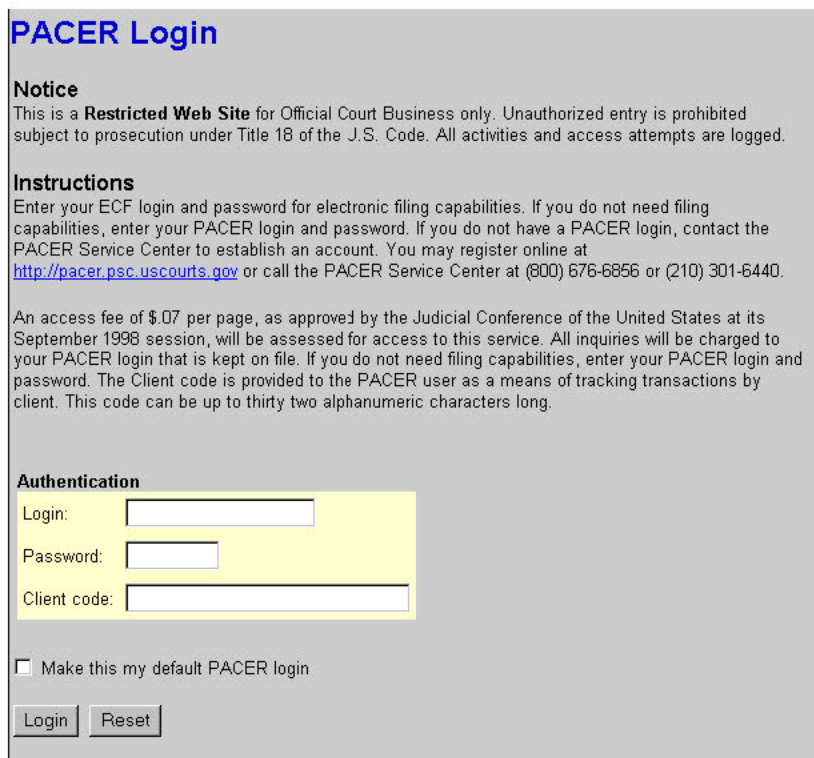
1. To access Reports, click on **Reports** on the Main Menu bar.



2. The Reports screen will display all reports available.



3. Once you click on any of the reports, the user will be prompted to enter their PACER login information. A Client code may be entered to assist with internal billing.

A grey rectangular box representing the PACER Login screen. At the top is the title 'PACER Login' in blue. Below it is a 'Notice' section with text about restricted web site access. This is followed by an 'Instructions' section with text about ECF login and PACER registration, including a URL. Below that is another paragraph of text regarding an access fee. The bottom section is titled 'Authentication' and contains three input fields: 'Login:', 'Password:', and 'Client code:'. Below these fields is a checkbox labeled 'Make this my default PACER login' and two buttons: 'Login' and 'Reset'.

# 1. Cases Report

- a. This report may be used to monitor new bankruptcy and adversary filings. It can also be used for cases discharged, closed, dismissed or converted.

**Cases Report**

Office: Tulsa

Case Type: ap, bk

Trustee: Bradshaw, Scott W., Chapter 11 Trustee

Chapter: 7, 9

Filed: 10/9/2003 to 10/10/2003

Entered: [ ] to [ ]

Discharged: [ ] to [ ]

Dismissed: [ ] to [ ]

Closed: [ ] to [ ]

Converted: [ ] to [ ]

Terminal digit(s): [ ] 2, 4-7

Open cases

Closed cases

Party information

Sort by: Filed Date

Run Report Clear

- b. The following fields are available for selecting/entering criteria for generating the Cases Report:

- **Case Type** – The choices are **ap** - Adversary Proceedings or **bk** - Bankruptcy. The default is all cases.
- **Chapter** – Cases can be selected by Chapter **7, 9, 11, 12, 13, or 304**. The default is all chapters.
- **Trustee** - Allows you to limit case information by trustee. The default is all trustees
- **Date Type** – Allows you to specify which date is used when generating the report. The choices are **Filed, Entered, Discharged, Dismissed, Closed, or Converted**. The default is Filed Date.
- **From/To** – Enter a beginning and/or ending date. For one day's activity, the dates should be the same in both fields. Enter dates by MM/DD/YY or MM/DD/YYYY.
- **Open cases** – You can restrict activity by open or closed cases. A check mark is defaulted in this box.
- **Closed cases** – The option to include or exclude closed cases is available. The default in this box is no closed cases.

- **Party information** – Placing a check mark in this box will allow you to include additional party information along with each party(s) name (i.e., address, SSN [last 4 digits], and TAX ID).
- **Sort by** – Allows you to select up to three sorting order sequences for the report. The choices are **Filed Date**, **Entered Date**, **Case Number**, **Case Type**, **Office** or **Trustee**. The default is Filed Date.

c. After entering or selecting the desired criteria, click **Run Report** to generate the Cases Report.

Cases Report for 10/10/2003 U.S. Bankruptcy Court [TRAIN] Northern District of Oklahoma						
Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
<a href="#">03-11201-TLM</a>	bk	7	Western Business Products Inc.	Michael Bradshaw	<i>Filed:</i> 10/09/2003	<i>Office:</i> Tulsa <i>Asset:</i> No <i>Fee:</i> Paid <i>County:</i> Tulsa
<a href="#">03-11203</a>	bk	7	Arnold Drummond		<i>Filed:</i> 10/09/2003	<i>Office:</i> Tulsa <i>Asset:</i> No <i>Fee:</i> Paid <i>County:</i> Tulsa
<a href="#">03-11204-DLR</a>	bk	7	Jerry Lane Gunter	Rasure Bradshaw	<i>Filed:</i> 10/09/2003 <i>Converted:</i> 10/09/2003 <i>Discharged:</i> 10/09/2003	<i>Office:</i> Tulsa <i>Asset:</i> No <i>Disp:</i> Discharge Granted <i>Fee:</i> Paid <i>County:</i> Tulsa
<a href="#">03-11205-DLR</a>	bk	7	Ralph Cramdon	Rasure Kirtley	<i>Filed:</i> 10/09/2003 <i>Dismissed:</i> 10/09/2003	<i>Office:</i> Tulsa <i>Asset:</i> No <i>Fee:</i> Paid <i>County:</i> Tulsa
<a href="#">03-11206-DLR</a>	bk	7	Deidra Ann Blaylock	Rasure Kirtley	<i>Filed:</i> 10/09/2003	<i>Office:</i> Tulsa <i>Asset:</i> No <i>Fee:</i> Paid <i>County:</i> Tulsa

d. The following information will be displayed on the Cases Report:

- **Case No./Related Case Info** – Displays the assigned case number. Clicking on the case number hyperlink will allow you to generate a Docket Report. If the Case Type is an Adversary Proceeding (**ap**), the “Lead” case number appears beneath the adversary case number hyperlink.
- **Tp** (Type Proceeding) – Displays either **ap** or **bk**.
- **Ch** (Chapter) – Displays either **7**, **9**, **11**, **12**, **13**, or **304**.

- **Party Info** – Displays the debtor (and joint debtor) information for bankruptcy cases. Plaintiff information will also be displayed for **ap** cases.
  - **Judge/Trustee** – If there is a trustee on a bankruptcy case, the name appears directly below the judge’s name.
  - **Dates** – Date information will include the dates the proceedings were either **Filed, Converted, Dismissed, Discharged, Closed, or Entered.**
  - **Other Info** – Other information may include the Office, asset designation, fee status, and county.
- e. A Transaction Receipt will be displayed at the end of the report summarizing the criteria used, the number of cases that were included, and number of billable pages.

## 2. Claims Register

**Claims Register**

Case number

Creditor type  Creditor number

Creditor name

Claim number  to

Filed  to

Entered

Sort by

- a. Claim Register information can be requested by and limited by:

- Case Number (a required field)
- Creditor Type
- Creditor Number
- Creditor Name
- Claim Number or Number Range
- Filed or Entered Date or Date Range (Date will default to 1/1/2000 to today's date)

b. To view all claims activity for a case, enter only the case number.

c. Claims can be sorted by

- Claim Number
- Creditor Name
- Filed Date

Northern District of Oklahoma Claims Register		
03-11050-TLM Dean Franklin Hayes		
Judge Terrence L. Michael		
Debtor Name: HAYES,DEAN FRANKLIN		
<b>Claim No: 1</b>	Creditor Name: COUNTYWIDE HOME LOAN P.O. BOX 660694 DALLAS, TX 75266	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Withdraw <a href="#">20</a> Late: N
Claim Date: 10/06/2003	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
<b>Class</b>	<b>Amount Claimed</b>	<b>Amount Allowed</b>
Unsecured	\$560.00	
Secured	\$725.00	
Priority	\$500.00	
<b>Total</b>	<b>\$1785.00</b>	
<i>Description:</i> This is the description		
<i>Remarks:</i> Transferred to another poor soul per I said so. (today ad)		
<b>Claim No: 2</b>	Creditor Name: BRONSON & MIGLIACCIO, LLP ATTORNEYS AT LAW 2361 WEHRLER DRIVE WILLIAMSVILLE, NY 14221	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N
Claim Date: 10/06/2003	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
<b>Class</b>	<b>Amount Claimed</b>	<b>Amount Allowed</b>
Secured	\$23333.00	
<b>Total</b>	<b>\$23333.00</b>	
<i>Description:</i>		
<i>Remarks:</i>		

### Claims Register Summary

Case Name: Dean Franklin Hayes  
Case Number: 2003-11050-TLM  
Chapter: 7  
Date Filed: 09/24/2003  
Total Number Of Claims: 2

	Total Amount Claimed	Total Amount Allowed
Unsecured	\$560.00	
Secured	\$24058.00	
Priority	\$500.00	
Unknown		
Administrative		
<b>Total</b>	<b>\$25118.00</b>	

- d. The following information will be displayed on the Claims Register:
- The case number and title provide a hyperlink to the docket sheet.
  - The Claim Number is a hyperlink to the PDF file of the claim and any supporting attachments.
  - Additional information about each claim is displayed in the upper right hand corner of that claim's section of the report.
  - Last Date to File Claims - Claims bar date set at the §341 Meeting setting or trustee's asset notice.
  - Last Date to File (Govt) - Governmental claims bar date set when the petition was filed for asset cases.
  - Filing Status - Status of claim (expunged, disallowed, withdrawn, etc.) updated at the time of filing the claim or from the edit claims utility.
  - Docket Status - Status of claim updated by docketed events such as withdrawal of claim, order disallowing claim, etc.
  - Late - Yes or No flag signifying when received according to the claims bar date.
- e. At the end of the report is a **Claims Register Summary**, which shows the total amounts of the claims and a **PACER Transaction Receipt**, which indicates all billable charges.

### 3. Docket Report

The screenshot shows a web form titled "Docket Sheet". It contains the following fields and options:

- Case number:** A text input field containing "03-11150".
- Radio buttons:** Two radio buttons labeled "Filed" and "Entered". The "Filed" button is selected.
- Date fields:** Two empty text input fields separated by the word "to", intended for start and end dates.
- Documents:** A label followed by two empty text input fields separated by "to".
- Checkboxes:** Two checkboxes. The first is "Include terminated parties" (unchecked). The second is "Include links to Notice of Electronic Filing" (checked).
- Radio buttons (format):** Two radio buttons labeled "HTML" and "Text". The "HTML" button is selected.
- Sort by:** A dropdown menu currently showing "Oldest date first".
- Buttons:** Two buttons at the bottom: "Run Report" and "Clear".

- a. The following fields are available for selecting/entering criteria for generating the Docket Report:
- **Case number** – The number of the last case you accessed during the current CM/ECF session appears automatically. Type another case number if you want to view the docket report for a different case. This is a required field.
  - **Entered/Filed** – To limit which entries are shown by date, select either “Entered” (when the entry was recorded by the court in CM/ECF) or “Filed” (when the document was filed).
  - Enter the start and stop date in the format mm/dd/yy or mm/dd/yyyy.  
NOTE: You may enter a start date with no end date, which will include all entries from the date specified onward, or you can enter an end date with no start date, which will include all entries up to the

specified date. If no dates are entered, all entries will be selected.

- **Documents** – To limit entries by document number, enter the beginning and ending numbers. This feature enables users to be charged only for the desired data on large cases.
- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.
- **Include links to Notice of Electronic Filing** - A check mark in this box will cause the docket sheet to include a “silver ball” link back to a copy of the Notice of Electronic Filing that was created when the event was originally filed.
- **Sort by** – This selection allows you to sort the entries in the report by:
  - Oldest date first
  - Most recent date first
  - Document number ascending
  - Document number descending.

Note: These selections can affect the number of pages displayed and PACER charges and may be changed if you are interested only in the most current activity.

- b. The **Clear** button will reset all fields to their default values.
- c. After entering your criteria, click on **Run Report**.



**U.S. Bankruptcy Court [IRAIN]  
Northern District of Oklahoma (Tulsa)  
Bankruptcy Petition #: 03-11150-TLM**

Assigned to: Judge Terrence L. Michael  
Chapter 7  
Voluntary  
No asset

Date Filed: 10/02/2003  
Date Discharged: 10/02/2003

Jeremy Wyane [REDACTED]

represented by Gerald R. [REDACTED]

Debtor

Scott W. [REDACTED]

Trustee

Office of the United States Trustee  
224 South Boulder, Suite 226  
Tulsa, OK 74013  
U.S. Trustee

Filing Date	#	Docket Text
10/02/2003	<a href="#">1</a>	Chapter 7 Voluntary Petition. Fee Amount \$200. Filed by Gerald R. Miller on behalf of Jeremy Wyane Verrette. (Knorr, Tami) Additional attachment(s) added on 10/2/2003 (Knorr, Tami).
10/02/2003	<a href="#">2</a>	First Meeting of Creditors and Notice of Appointment of Interim Trustee Scott W. Bradshaw. 341(a) meeting to be held on 10/31/2003 at 02:30 PM in Room B04. Objections to Discharge due by 12/30/2003. (Knorr, Tami)
10/02/2003	<a href="#">3</a>	<p><i>All dates on documents exceed 10 days. A statement of no change in circumstances is required due on 10/31/2003 (related document(s) <a href="#">1</a>) (Knorr, Tami)</i></p> <p><i>This incomplete filing may be cured by electronically filing the pleading or mailing/delivering to:</i></p> <p align="center"> <i>Bankruptcy Court Clerk The Federal Building 224 South Boulder Avenue, Suite 105 Tulsa, OK 74103-3015</i> </p> <p><i>This incomplete filing must be cured on or before the due date above or the document may be stricken.</i></p>
10/02/2003	<a href="#">4</a>	Motion for Relief from Stay. Fee Amount \$75., Motion to Abandon. Fee Amount \$0.0 Notice of Opportunity for Hearing: Written Response or Objection due by 10/31/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by Scott E. Coulson on behalf of First Arvest Bank f/k/a The Delaware County Bank, Jay, Oklahoma. (Knorr, Tami)
10/02/2003	<a href="#">5</a>	Corporate Affiliation Disclosure Statement Filed by Scott E. Coulson on behalf of First Arvest Bank f/k/a The Delaware County Bank, Jay, Oklahoma. (Knorr, Tami)
10/02/2003	<a href="#">6</a>	Motion for Relief from Stay. Fee Amount \$75., Motion to Abandon <i>Property</i> . Fee Amount \$0.0 Notice of Opportunity for Hearing: Written Response or Objection due by 10/15/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by Gretchen Latham on behalf of DaimlerChrysler Services North America LLC. (Knorr, Tami)
10/02/2003	<a href="#">7</a>	Order Granting Motion For Relief From Stay (Related Doc # <a href="#">4</a> ), Granting Motion Requiring Trustee To Abandon Interest to Arvest Bank f/k/a the Delaware County Bank, Jay, Oklahoma (Related Doc # <a href="#">4</a> ) Signed on 10/2/2003. (Knorr, Tami)
10/02/2003	<a href="#">8</a>	Motion for Relief from Stay. Fee Amount \$75., Motion to Abandon <i>Property</i> . Fee Amount \$0.0 Notice of Opportunity for Hearing: Written Response or Objection due by 10/15/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by Gretchen Latham on behalf of DaimlerChrysler Services North America LLC. (Knorr, Tami)
10/02/2003	<a href="#">9</a>	Objection to <a href="#">8</a> Motion for Relief From Stay,, Motion to Abandon, <i>Property</i> Filed by Gerald R. Miller on behalf of Jeremy Wyane Verrette. (Knorr, Tami)
10/02/2003	<a href="#">10</a>	Hearing to be held on 10/30/2003 at 10:00 AM Courtroom # 1 for <a href="#">9</a> and for <a href="#">8</a> and for <a href="#">9</a> , (RE: related document(s) <a href="#">8</a> Motion for Relief From Stay, , Motion to Abandon, filed by Creditor DaimlerChrysler Services North America LLC, <a href="#">9</a> Objection filed by Debtor Jeremy Wyane Verrette) (Knorr, Tami)

- d. Any “Case Flags” pertaining to the status of the case will be displayed at the top-right corner of the report.
- e. Clicking on a “blue” document number hyperlink from the docket report will first display a transaction receipt indicating a billable amount if the user decides to accept the charges and view the pdf document.
- f. If you choose to accept the charges, click on the **View Document** button to view the associated pdf document and the selected document will be displayed.
- g. After viewing the pdf document, either click on the **Back** icon of your internet browser’s tool bar or close the document in Acrobat to return to the previously displayed screen.
- h. A separate Transaction Receipt will be displayed at the end of the docket report indicating the number of billable pages for the report.

#### 4. Calendar Events

The Calendar Events Report displays a list of events scheduled for the date, time period, etc. selected. The report will show the first proceeding that set the hearing date, or, if the proceeding that set the hearing is related to an earlier proceeding, the earlier proceeding will display.

**Calendar Events**

Case number

Judge

Office

Calendar events

Set  to   
 Both  AM  PM

Time   AM  PM

Sort by

- a. The following fields are available for selecting/entering criteria for generating the Docket Report:
- **Case number** – Enter the case number, or you may leave this field blank to view all cases set for a specific day.
  - **Judge** – Select the appropriate Judge or leave blank for all Judges.
  - **Calendar events** – Displays the type of hearing that can be queried in this report. Default is set to All Hearings.
  - **Set** – enter the date(s) for the cases you would like to view.
  - **Both/AM/PM/Time** – enter hearing time of day or cases to be heard am/pm. Leave blank to see all cases.
  - **Sort By** – You may sort by “Time” or “Office, Time”

U.S. Bankruptcy Court [TRAIN] Northern District of Oklahoma Calendar Events Set For 10/23/2003-10/23/2003	
10/23/2003 09:30 AM	<p><a href="#">03-11069-TLM Freddy Bear</a> Chapter: 7            Brian W. Huckabee representing Freddy Bear (Debtor)            Scott P. Kirtley (Trustee)            (no aty) representing Office of the United States Trustee (U.S. Trustee)</p> <p>Ⓞ Motion for Relief from Stay and Certificate of Service. Fee Amount \$75., Motion to Abandon and Certificate of Service. Fee Amount \$0.00 Notice of Opportunity for Hearing: Written Response or Objection due by 10/14/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by Perry Mason on behalf of MBNA Household Financial.</p> <p><a href="#">03-11089-TLM Clint Black</a> Chapter: 7            William Edison representing Clint Black (Debtor)            Patrick J. Malloy (Trustee)            (no aty) representing Office of the United States Trustee (U.S. Trustee)</p> <p>Ⓞ Motion for Relief from Stay and Certificate of Service. Fee Amount \$75, Notice of Opportunity for Hearing: Written Response or Objection due by 10/16/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by Andrea Redmon on behalf of Countrywide Home Loans.</p> <p><a href="#">03-11105-DLR Michael James Dollarhide and Gina Sue Dollarhide</a> Chapter: 7            William C. Reppart Jr. representing Michael James Dollarhide (Debtor)            William C. Reppart Jr. representing Gina Sue Dollarhide (Joint Debtor)            Scott W. Bradshaw (Trustee)            (no aty) representing Office of the United States Trustee (U.S. Trustee)</p> <p>Ⓞ Motion to Avoid Lien of Security Loan and Certificate of Service. Notice of Opportunity for Hearing: Written Response or Objection due by 10/15/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by William C. Reppart Jr. on behalf of Gina Sue Dollarhide, Michael James Dollarhide.</p>
10:00 AM	<p><a href="#">03-11125-DLR Roy Rainbolt</a> Chapter: 7            Brian W. Huckabee representing Roy Rainbolt (Debtor)            Patrick J. Malloy (Trustee)            (no aty) representing Office of the United States Trustee (U.S. Trustee)</p> <p>Ⓞ Emergency Motion for Relief from Stay for <i>Whirlpool Dishwasher</i> and Certificate of Service. Fee Amount \$75, Notice of Opportunity for Hearing: Written Response or Objection due by 10/21/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by William Edison on behalf of Island Financial.</p>

- b. Click on the case number and name to run a Docket Report.
- c. Click on the silver ball to receive the Related Proceedings Report.

**Related Proceedings Report**

Case Number: [3-11069 Freddy Bear \(docket entries only\)](#)  
NTCAPR

Filing Date # Docket Text

09/26/2003 [5](#) Motion for Relief from Stay and Certificate of Service. Fee Amount \$75., Motion to Abandon and Certificate of Service. Fee Amount \$0.00 Notice of Opportunity for Hearing: Written Response or Objection due by 10/14/2003. If no response or objection is timely filed, the Court may grant the requested relief without hearing or further notice. Filed by Perry Mason on behalf of MBNA Household Financial. (Ryan, Stacey)

---

**Related Proceedings:**

Filing Date # Docket Text

09/26/2003 [8](#) Objection to [5] Motion for Relief From Stay., Motion to Abandon, Filed by Brian W. Huckabee on behalf of Freddy Bear. (Ryan, Stacey)

09/26/2003 [9](#) Hearing to be held on 10/23/2003 at 09:30 AM Courtroom # 1 for [8] and for [5], (RE: related document(s)[8] Objection filed by Debtor Freddy Bear, [5] Motion for Relief From Stay, , Motion to Abandon, filed by Creditor MBNA Household Financial) (Ryan, Stacey)

09/26/2003 [10](#) Certificate of Service Filed by Perry Mason on behalf of MBNA Household Financial. (RE: related document(s)[5] Motion for Relief from Stay and Certificate of Service. Fee Amount \$75, Motion to Abandon and Certificate of Service. Fee Amount \$0.00 Motion to Abandon and Certificate of Service. Fee Amount \$0.00). (Ryan, Stacey)

**Calendar Text:** RE: Doc #5; Motion for Relief From Stay, Motion to Abandon  
RE: Doc #8; Objection

- d. Users will not be charged any fees to view this report. Charges will begin when user clicks on hyperlink to Docket Report and in viewing documents.

## 5. Creditor Mailing Matrix or Creditor List

The Creditor Mailing Matrix report displays the list for a specific case. The list contains creditors at case opening, any added since that date, and may or may not include parties that have filed/docketed a pleading to the case.

**Creditor Mailing Matrix**

Case number

Special mailing group  *(Highlight blank field for no special mailing group)*

Format  1 column  
 raw data format

- a. Enter the case number
- b. Click on **Run Report**.
- c. The Search Results screen displays a list of creditors for the case.

#### Search Results

Case Number: 03-11150-TLM

DaimlerChrysler Services North America LLC

First Arvest Bank f/k/a The Delaware County Bank, Jay, Oklahoma

Department of Human Services  
P.O. Box 53306  
Oklahoma City, OK 73152-9916

Hillcrest Medical center  
c/o Professional Credit Coll.  
P.O. Box 2004  
Jenks, OK 74037-2004

Household Auto Finance  
P.O. Box 17904  
San Diego, CA 92177-7904

Office of the United States Trustee  
224 South Boulder, Suite 226  
Tulsa, OK 74013

Gerald R. Miller  
Jones & Miller  
627 W. Broadway  
Muskogee, OK 74402