

Reports

ECF generates the following reports:

- **Cases** – A list of bankruptcy or adversary cases sorted by judge, trustee, date filed or other criteria.
- **Claims Register** – A register of all the claims filed in a case, the name of the creditor, the type of claim and the amount.
- **Docket Report** – A summary of all the documents filed in a case.
- **Calendar Monthly** - A report to view pending deadlines, hearings, 341 meetings by case number.
- **Calendar Events** –The court motion and trial calendar sorted by case number, judge, date or other criteria.
- **Creditor Mailing Matrix** – A mailing list containing the names and addresses of creditors and other parties associated with a case.

STEP 1 Click the [Reports](#) hyperlink on the ECF Main Menu. (See Figure 1.)



Figure 1

STEP 2 The **REPORTS** screen displays.

% **NOTE:** You must have a PACER account to generate a report.

' Select one of the following hyperlinks:

- [Cases](#)
- [Claims Register](#)
- [Docket Report](#)
- [Calendar - Monthly](#)
- [Calendar Events](#)
- [Creditor Mailing Matrix](#)

STEP 3 The **PACER Login** screen displays

' Enter your PACER login and password.

- ' Click on the Login button, or select Reset if an error was made in the login or password.

STEP 4 The **REPORT CRITERIA** screen appears.

- ' Enter the criteria for the report, or select from the drop down menu.
- ' Click on the **[Run Report]** button