

Verifying Documents & Viewing Transaction Log

This process shows the steps required to verify a document on the electronic docket, and to view your transaction log.

VERIFYING A DOCUMENT:

- STEP 1** Click on the [Utilities](#) hyperlink on the ECF Main Menu Bar. (See Figure 1.)



Figure 1

- STEP 2** The **UTILITIES** screen displays.
- ' Under Miscellaneous click on the [Verify a Document](#) .
- STEP 3** The **CASE NUMBER** screen displays .
- ' Enter the case number using the YY-NNNNN format.
 - ' You **MUST** enter the document number for the document you wish to verify.
 - ' Click the **[NEXT]** button.
- STEP 4** The **VERIFY DOCUMENT(S)** screen displays.
- ' Click on the debtor's name and case number to view the docket. You will be prompted to enter a PACER login and password.
 - ' Click on the document number to view the document. You will be prompted to enter a PACER login and password.

- ' Scroll down to view the Original Signature(s) and Verified Signature(s) information. This includes the filed date and code for the electronic signature.

VIEWING TRANSACTION LOG:

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



Figure 1

STEP 2 The **UTILITIES** screen displays.

- ' Under the Your Account menu, click the [View your Transaction Log](#) hyperlink.

STEP 3 The **TRANSACTION LOG** screen displays.

- ' Enter an applicable date range.
- ' Click the **[Submit]** button.

STEP 4 The **TRANSACTION REPORT** screen displays.

- ' The report displays information such as :
 - Date and time the entry was made on the electronic docket
 - Case number
 - Text of the electronic docket entry .