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.
- Click on the document number to view the document.

- 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.)**

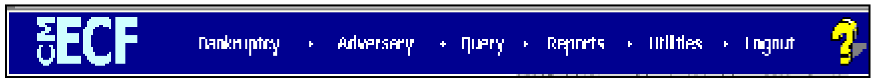

Figure 1

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 .