

QUERY FUNCTIONS

The Query function allows users to view many categories related to individual cases, including docket reports, filers, and associated cases.

STEP 1 Select **Query** from Main Menu. Selection screen will display, allowing user to specify case number or other data.

% ***Tip** - You will be prompted to enter your PACER login and password to view the case information, if you are not already logged into PACER.*

STEP 2 Search Criteria Fields to choose from include:

- ' Case #
- ' Last Name, First Name and Middle Name
- ' Social Security Number or Tax ID Number
- ' Type of party

% ***Tip** - You may search by one or all of these fields.*

STEP 3 Click **Run Query**

The query screen will display the case number, case title, case type, chapter, asset, voluntary, date filed, and date of last filing.

STEP 4 Select a category to view case information. Categories include the following:

- ' **Aliases:** This will list aliases of debtor, if any.
- ' **Associated Cases:** Lists any cases which are associated with the case you have run a query.(ie. Adversary)
- ' **Attorneys:** Will list all attorneys who are part of the case (including creditors attorneys).
- ' **Case Summary:** Summarizes case information.

- ' **Creditors:** Provides list of creditors in case.
- ' **Deadlines/Hearings:** Lists the deadlines and hearings set in the case. Silver bullets display allowing user to link to the full docket text.
- ' **Docket Report:** Runs full docket report, including all entries and links to individual documents.
- ' **Filers:** Lists all the filers in the case (i.e. debtors, creditors). Also provides hyperlink to pleadings each filer has filed.
- ' **History/Documents:** Provides history of all documents filed with a silver bullet linking to docket text of document.
- ' **Notice of Bankruptcy Case Filing:** The notice user receives after completion of opening a new case. This page may be printed as your receipt and may be provided to state courts or sheriffs if necessary.
- ' **Party:** Lists all the parties involved in the case.
- ' **Related Transactions:** Displays all transactions in case. Also provides a silver bullet to determine if any of the transactions has any related documents.
- ' **Status:** Pending statuses of case.
- ' **Trustee:** Trustee assigned to case.