

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.

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](#)

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