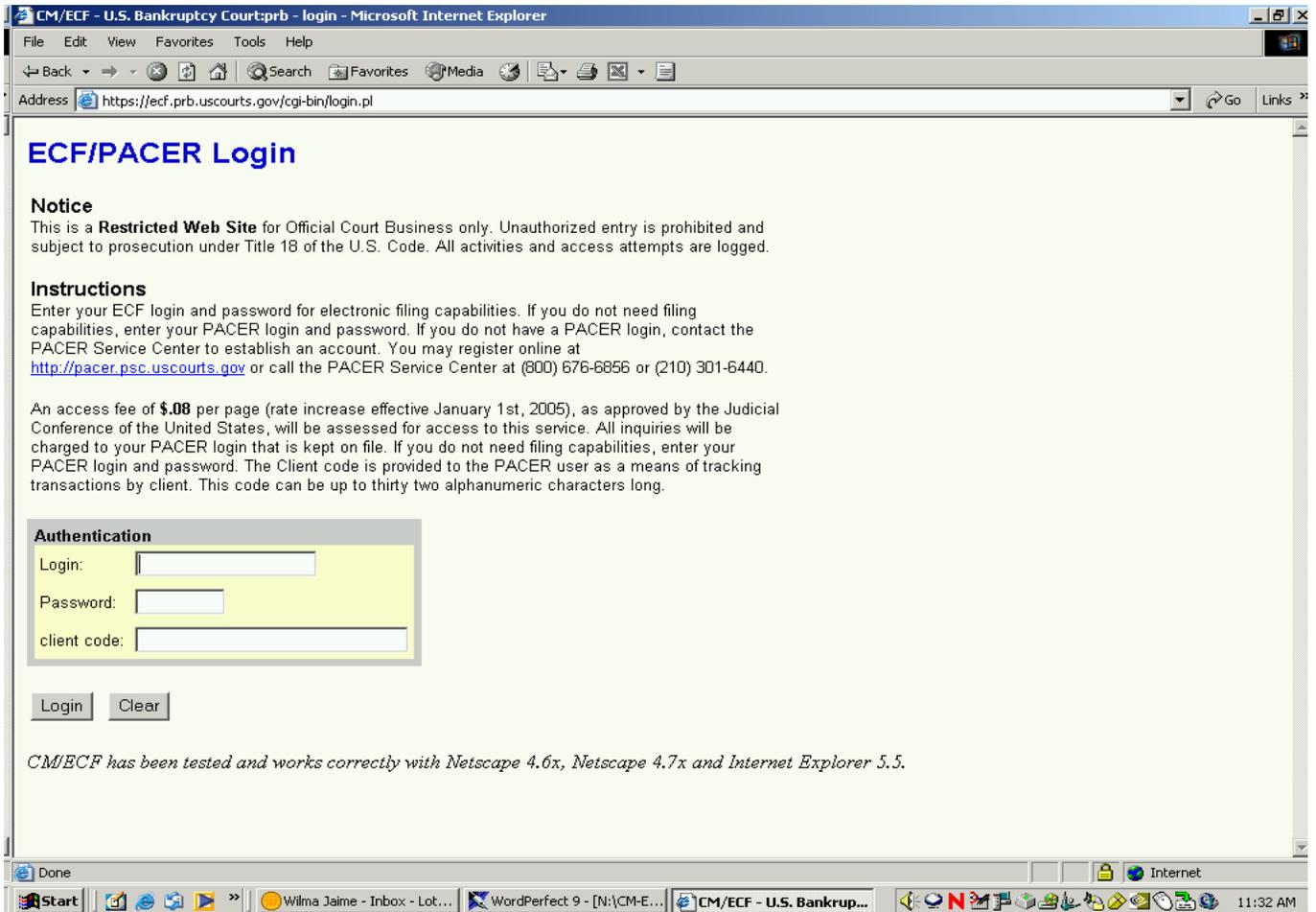

I. Accessing CM/ECF To View the Docket, Claims Register, and Other Documents

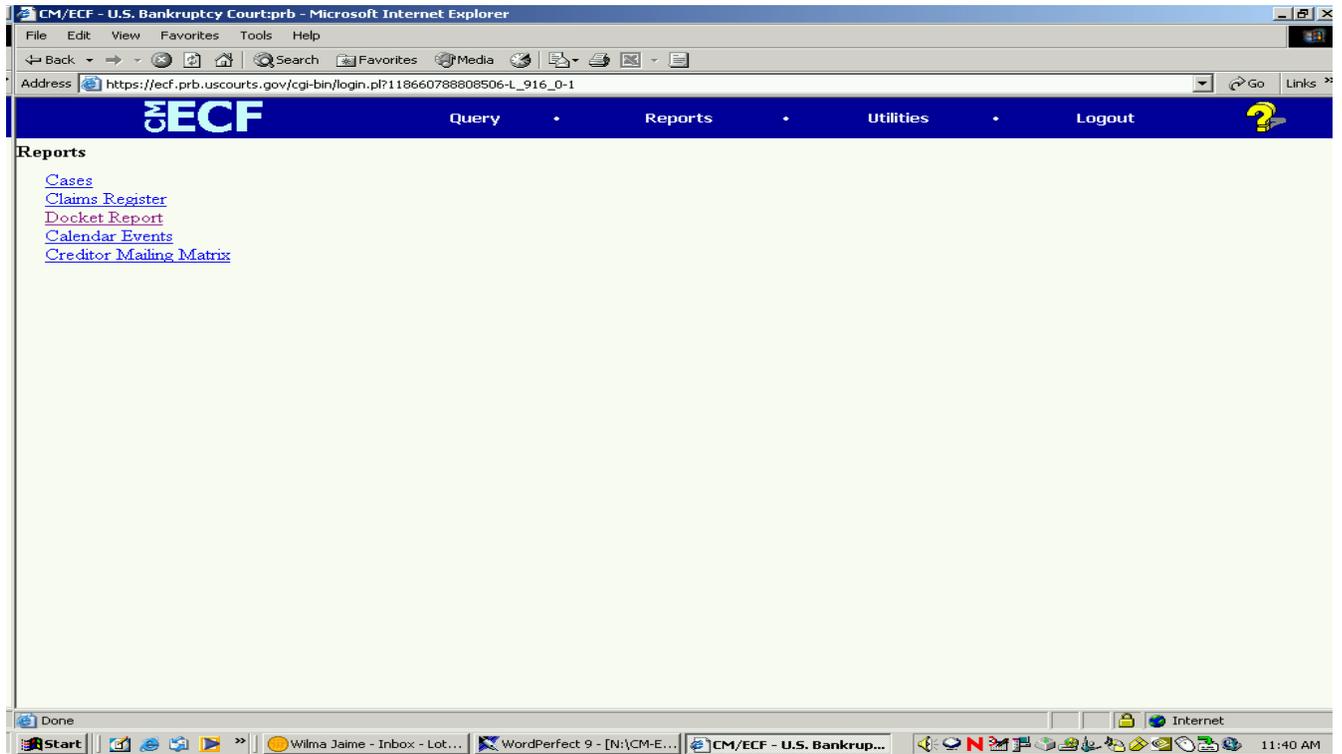
1. Access the CM/ECF System, at the following link: <https://ecf.prb.uscourts.gov>,
2. Then click on **[District of Puerto Rico -Document Filing System]**. The following PACER screen will appear.



3. Enter your Pacer login and password to access CM/ECF main menu.

II. Reports Option

1. The reports feature of CM/ECF provides the user with several options. Most reports allow the user to link to the docket sheet from the report results. Usually the selection criteria used to generate a report is listed at the end of the report.
2. Click on **[Report]** from the CM/ECF main menu and the following screen will appear.



3. To access the docket reports, click on **[Docket Report]**, enter case number (i.e. 04-100, always using the dash to separate the year and case number), and click on the **[Run Report]** button. CM/ECF will display a full docket sheet for the case you selected. The docket will appear on strict chronological order.
4. Claims register can be accessed by clicking on [Claims Register], enter case number (i.e. 04-100, always using the dash to separate the year and case number), enter a range of claim numbers or dates when the claims were filed, and click on the **[Run Report]** button. CM/ECF will display a full claims register for the case you selected.

II. Query Option

1. This feature allows participants to query the Case Management Electronic Case Files for specific case information. To enter the query mode, click on **[Query]**, in the CM/ECF main menu.
2. Enter the case number, or any other information according to the fields that appear on the query screen, and click on the **[Run Query]** button.

CM/ECF - U.S. Bankruptcy Court:prb - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address https://ecf.prb.uscourts.gov/cgi-bin/login.pl?118660788808506-L_916_0-1 Go Links

ECF Query Reports Utilities Logout ?

Query

Search Clues

Case Number (Example: 99-80013)

Last Name (Examples: Desoto, Des*t)

First Name Middle Name

SSN Tax ID

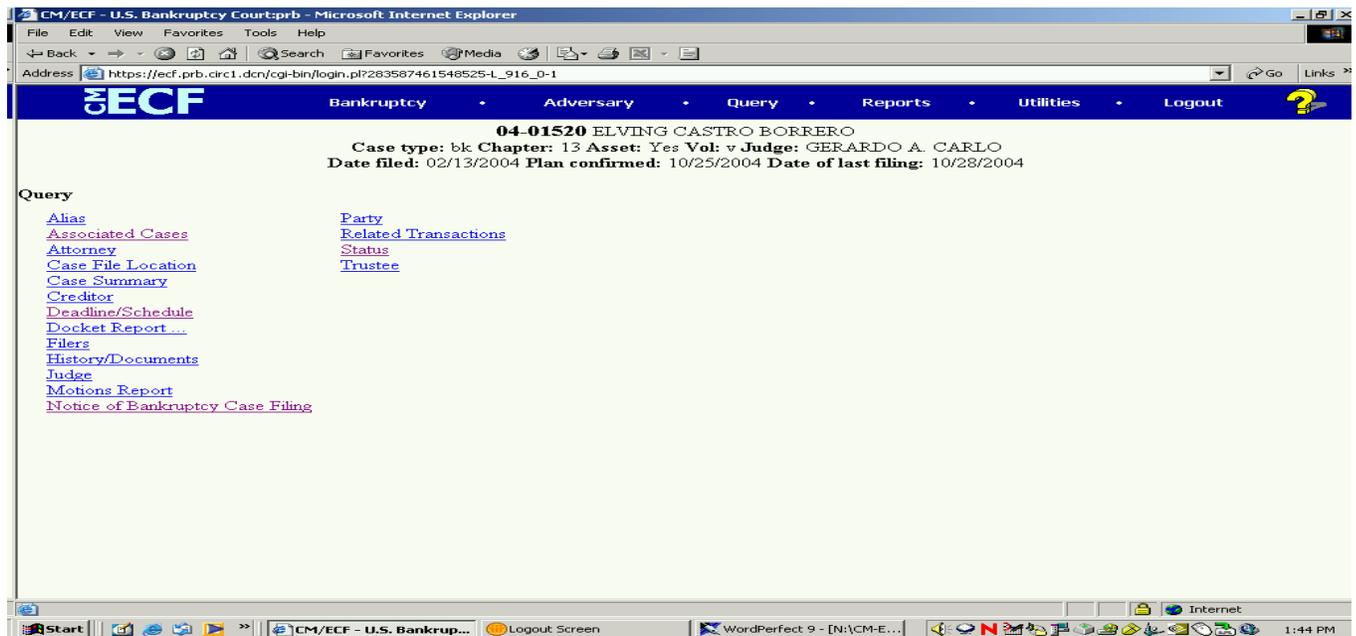
Type

Run Query Clear

Done Internet

Start Wilma Jaime - Inbox - Lot... WordPerfect 9 - [N:\CM-E... CM/ECF - U.S. Bankrup... 11:39 AM

3. Review the case summary information for the correct case.

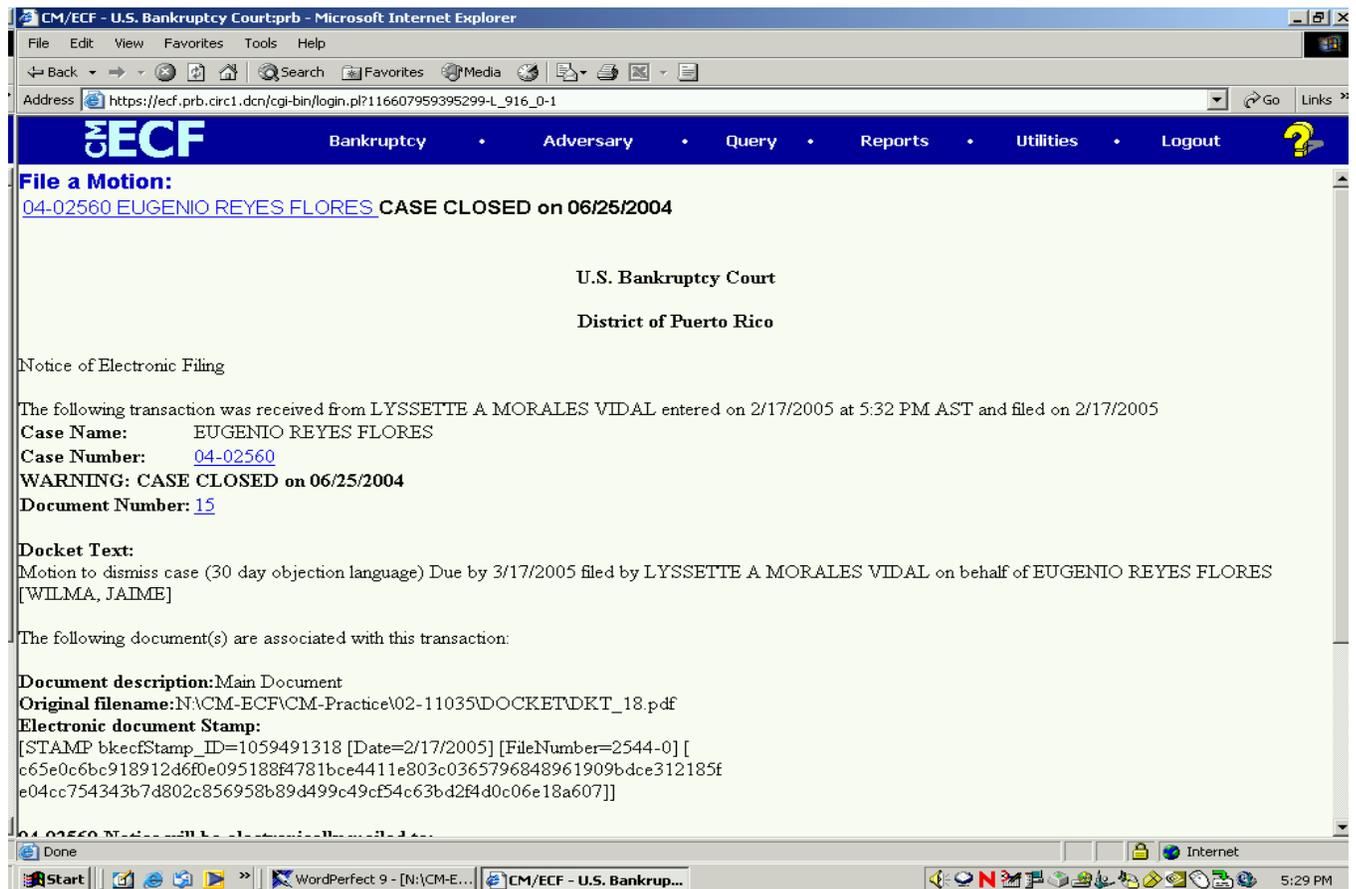


And then select the appropriate hyperlink for your query.

- # Alias - lists aka, dba's, etc.
- # Associated Cases - lists adversary cases
- # Attorneys - displays the names, addresses, and telephone information of the attorneys who represent each of the parties to the case.
- # Case Summary - provides a summary of current case-specific information, as shown on the figure below.
- # Creditors - lists creditors
- # Deadlines/Hearings - Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines.
- # Docket Report - opens the docket sheet screen in which you can select a date range for your docket report as well as a range of document numbers. If you leave the range field blank, ECF will default to print the entire docket report.
- # Filers - list participating filers
- # History/Documents - list all events
- # Notice of Bankruptcy Case Filing - displays case summary and court seal
- # Parties - lists participating parties
- # Related Transactions - list related transactions
- # Status - lists pending status
- # Trustee- lists participating trustee

VI. Notice of Electronic Filing

1. The **NOTICE OF ELECTRONIC FILING** is the verification that the filing has been sent electronically to the court's database. It certifies that the document is now an official court document.



Copies of this notice are immediately e-mailed to all CM/ECF users who have subscribed to this service.

Clicking on the Case Number hyperlink ([04-02560](#)) of the Notice of Electronic Filing will allow you to generate a docket report for this case.

Clicking on the Document Number hyperlink ([14](#)) allows you to view the PDF image of the petition just filed.

The silver bullet in each docket and claims number provides access to the Notice of Electronic Filing.