

ECF REPORTS MENU

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Creating Reports

To create, view, or print most reports you need a PACER login and password. When running the [Chap Preset](#) and the [Written Opinions](#) reports, you may use your ECF password to avoid PACER charges.

[PACER Service Center Transaction Receipt](#) will appear reflecting the number of pages that will be billed to your PACER account

To select two or more items in a field, press [\[Ctrl\]](#) button then click on each item to be included. You may leave the fields blank to search all items that appear in that field.

The selection criteria screen allows users to specify how the report should be sorted and the information to be included.

The [Cases](#) report displays summary data about selected cases, plus links to view more detailed information about each case.

Note: This report may return data for many cases, resulting in significant PACER charges. To search for information in a single case, use the Query option.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Cases Report

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office: Brooklyn, Central Islip
 Assets: [dropdown]
 Case Type: [dropdown: ap, bk]
 Chapter: [dropdown: 7, 9]
 Trustee: Ackerman, Neil H, Altenburg, Carrie
 Attorney: Last name, First name, Bar ID [text boxes]
 Date Type: Filed date, From: 6/19/2014, to: 6/19/2014
 Open cases Party information
 Closed cases Pro se cases only
 Voluntary Involuntary Small Business Cases
 Type of Debtor: [dropdown] Nature of Debt: [dropdown] Nature of Business: [dropdown]
 County: ALBANY-NY, ALLEGANY-NY
 Number of months without a confirmed plan From: [dropdown] To: [dropdown] Include dismissed cases

The selection criteria fields for **Cases** report include:

Office	To limit the cases by the office in which they were filed, select one or more from the list.
Case type	To limit the cases by type, select one or more from the list.
Chapter	To limit the cases by bankruptcy chapter, select one or more from the list.
Trustee	Select one or more trustees from the list.
Assets	To limit bankruptcy cases by the asset flag, select a value from the list.
Attorney for...	Enter at least two letters of a name and/or a Bar ID to search. In the results list, click the name(s) to select. If applicable, modify the check box selections that indicate the role the attorney represents.
Date type / Date range	Select the type of date to be used for selection from the list. The report will list cases whose dates are in the specified range. Note that the date range is limited to 31 days. Note: Searching by the Transferred date will show cases that were <i>transferred-in</i> to the court.
Open cases / Closed cases	Check one or both boxes.
Party information	Check if you want to display party information. If this field is not checked, field 50 of 'Data only' format file will include the name of the debtor/joint debtor/plaintiff/defendant and other parties' attorneys (exclude creditor and trustee/UST) with semicolons separating them.
Pro se cases only	Check to display only cases with at least one pro se debtor, plaintiff or defendant.
Voluntary/Involuntary	Check one or both boxes.
Small Business Cases	Check to limit the bankruptcy cases by small business
Type of Debtor	To limit the bankruptcy cases, select one.
Nature of Debt	To limit the bankruptcy cases by consumer or business types, select one.
Nature of Business	To limit the bankruptcy cases by their nature of the business, select one.
County	Select one or more county codes.
Number of months without a confirmed plan	Enter the start and end range. The report will list cases that do not have a confirmed plan filed within the specified number of months. This option could

	produce a large report
Include Dismissed Cases	Check box to include dismissed cases
Sort by	Three sort levels are provided.
Output format	Select "Formatted display" if you want to view the report; select "Data only" if you want to save the data to a file instead (PACER charges apply). If you check "Include field descriptions," the "Data only" output file will include a header with field descriptions as the first line.

Run Report

The **Claims Register** is a list of proofs of claim filed in each case

The selection criteria fields for **Claims Register** report include:

Case number	Enter the case number. Use any of these formats: YY-#####, O:YY-TT-#####, O-YY-TT-#####, YYTT#####, O:YYTT#####, O=office code, YY=year, TT=type (e.g., bk or ap), and #####=number. You do not need to type leading zeros for year or number.
Creditor type	To limit the claims to certain categories of creditor, select the type(s).
Creditor number	To limit the claims by the ID of the creditor (assigned in CM/ECF), enter the creditor number.
View multiple documents	Check the box if you want to select multiple documents to display or download as one entity.
Creditor name	To limit the claims to a specific creditor, enter the creditor's name or part of the name. The creditor search is case insensitive and will find all matches that contain the letters entered.
Claim number	Enter the range of claim numbers you wish to include. If you use this selection, you must enter both a starting and an ending number.
Filed/Entered	To limit which claims are shown by date, select either "Filed" (when the claim was filed) or "Entered" (when the claim was recorded in CM/ECF), and enter a date range (or type over the default). Note that any claims lacking a date of the type you select will NOT appear on the register (you can view them on the Claims Activity Report).
Sort by	Select the sort criteria in the order desired.
View claims summary report	Check this to view a summary of claims

Summary of Claims Report

Claims Summary

1-13-44180-ess [Quadrozzi Concrete Corp.](#) **Converted** 08/06/2013

Type: bk Chapter: 11 Office: 1 (Brooklyn)
 Assets: y Judge: ess
 Date Filed: 07/08/2013 Last Date to File Claims: 04/17/2014 Last Date to File (Govt): 04/17/2014
 Trustee:

Claim #	Amount claimed *	Date filed	Creditor number	Creditor name
1 View	\$978.37	07/26/2013	8102649	New York City Water Board
2 View	\$510790.85	08/19/2013	8118886	New York Sand & Stone, LLC
3 View	\$354.83	08/22/2013	8122098	NYS DEPT OF TAX & FINANCE
4 View	\$56600.43	08/23/2013	8124012	Rosen Kuslansky, CPA, P.C.
5 View	\$1250.00	08/22/2013	8124439	I.U.J.A.T Local 339
6 View	\$54929.74	08/22/2013	8124440	United Welfare Fund
7 View	\$539939.91	09/09/2013	8135908	Essex Cement Company, LLC
8 View	\$4245.02	09/09/2013	8135909	Separation Technologies, LLC
9 View	\$124883.21	09/25/2013	8146277	Internal Revenue Service
10-3 View	\$118547.02	05/28/2014	8146277	Internal Revenue Service

The **Docket Report** displays the formatted docket sheet with links to documents. You may view or download selected documents, or produce a PDF “appendix” containing the docket sheet and selected documents.

Docket Sheet

Case number

Filed to
 Entered to

Documents to

Include:

- Terminated parties
- Links to Notices of Electronic Filing
- Page counts for documents

Document options:

- Include headers when displaying PDF documents
- View multiple documents
- Create Appendix

Include on the Docket Sheet:

- all docket entries in this case
- selected docket entries only

Include PDF documents

Format:

- HTML
- Text

Sort by

The selection criteria fields for the **Docket Sheet** report include:

Case number	<p>The number of the last case you requested in this CM/ECF session may appear automatically. If the box is blank or you want a different case, type the number and click <i>Find This Case</i>; CM/ECF checks that the case number is valid. If there are multiple cases that match what you typed, they will be displayed with radio buttons and the first one will be selected by default; you can hide the selection list by clicking <i>Hide Case List</i> or pressing the space bar.</p> <p>Use any of these formats for case number: YY-#####, O:YY-TT-#####, O-</p>
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	YY-TT-#####, YYTT#####, O:YYTT#####, where O=office code, YY=year, TT=type (e.g., bk or ap), and #####=number. You do not need to type leading zeros for year or number.
Filed or Entered	To limit the entries shown by date, select "Filed" (date filed with the court) or "Entered" (date entries were made in CM/ECF), and enter start and end dates or select using the calendar icon.
Documents	To limit which entries are shown by document number, enter the beginning and ending numbers.
Include	
Terminated parties	If this box is checked, the parties that have been terminated from the case are included.
Links to Notices of Electronic Filing	If this box is checked, a link to the Notices of Electronic Filing is shown for each entry.
Page counts for documents	If this box is checked, the number pages in the PDF documents linked to entries will be shown. When there are multiple documents associated with the entry, the number of attachments and total page count will be displayed.
Document options	
<i>Note: the process of preparing a set of PDFs may be lengthy (depending on the number of documents) when you use the "View multiple documents" or "Create Appendix" option.</i>	
Include headers when displaying PDF documents	Check the box if you want a PDF header added to documents. The headers include: Case 8-14-70038-cec Doc 1 Filed 05/16/14 Entered 05/16/14 11:00:31 Brief Description of the document Document Page 1 of 1
View multiple documents	Check the box if you want to select multiple documents to display or download as one entity.
Create Appendix	Check this box to produce a single PDF file and select whether you want to include full docket sheet or selected docket entries AND images of the documents that you select (PDF headers are always included). After you click <i>Run Report</i> , you will see a screen on which you can select documents. In the "Footer format" box, type in text that you want to appear on each PDF page, or leave the default "pagenum" to number the pages. Click <i>View Selected</i> ; you will then see the appendix file, that includes all docket entries or selected entries (in ascending order by filing date) based on your selection option. PDF documents of the entries you selected will be appended to the PDF file if you have chosen to include documents. Note: the process of preparing a set of PDFs (for viewing, downloading or inclusion in the Appendix) may be lengthy, depending on the number of documents
Format	
HTML or Text	These options apply only to a standard docket report; they disappear if you are viewing multiple documents or creating an appendix. See the note below regarding the text option.
Other options	

Sort by	Select whether you want the entries organized by date or by document number.

Run Report

**U.S. Bankruptcy Court
Eastern District of New York (Central Islip)
Bankruptcy Petition #: 8-14-70038-cec**

Assigned to: Carla E. Craig
Chapter 7
Voluntary
No asset
[Claims Register](#)

Date filed: 05/16/2014

Debtor
John Rolins
21 Box Ave
Medford, NY 11763
SUFFOLK-NY
SSN / ITIN: xxx-xx-3456

represented by **Attorney3**
272 Cadman Plaza
Brooklyn, NY 11201
718-123-4567
Email: Automation@nveb.uscourts.gov

Attorney8
102 Long Street
Smithtown, NY 11001
Email: nyt@cohlmlaw.com

Simon Marcus
290 Federal Plaza
Central Islip, NY 11722
631 712-6200
Email: simon_marcus@nveb.uscourts.gov

Joint Debtor
Jane Rolins
21 Box Ave
Medford, NY 11763
SUFFOLK-NY
SSN / ITIN: xxx-xx-4567
aka Jane Smith

represented by **Attorney3**
(See above for address)

Attorney8
(See above for address)

Simon Marcus
(See above for address)

Trustee
R Kenneth Barnard
384 W Main Street
Babylon, NY 11702
(631) 661-0906

Filing Date	#	Docket Text
05/16/2014	1 (3 pgs; 2 docs)	Chapter 7 Voluntary Petition. Fee Amount \$335 Filed by Simon Marcus on behalf of John Rolins, Jane Rolins (Attachments: # 1 1073b Statement) (Marcus, Simon) (Entered: 05/16/2014)
05/16/2014	2 (2 pgs; 2 docs)	Certificate of Credit Counseling for Debtor and Joint Debtor Filed by Simon Marcus on behalf of Jane Rolins, John Rolins (Attachments: # 2 Joint Debtor Certificate) (Marcus, Simon) (Entered: 05/16/2014)
05/16/2014	3 (6 pgs; 2 docs)	Employee Income Records / Copies of Pay Statements Filed by Simon Marcus on behalf of Jane Rolins, John Rolins (Attachments: # 1 Joint Debtors Pay Statements) (Marcus, Simon) (Entered: 05/16/2014)
05/16/2014		Judge Assigned (srm) (Entered: 05/16/2014)
05/16/2014		R Kenneth Barnard added to case (srm) (Entered: 05/16/2014)
05/16/2014	4 (41 pgs; 3 docs)	Motion for Relief from Stay <i>123 Madison Ave, Holtsville, NY 11706</i> Fee Amount \$176., in addition to Motion for Adequate Protection Filed by Simon Marcus on behalf of JPMORGAN CHASE. Hearing scheduled for 6/10/2014 at 10:00 AM at Courtroom 960 (Judge Trust), CI, 1 (Attachments: # 1 Proposed Order # 2 Exhibit Mortgage Note) (Marcus, Simon) (Entered: 05/16/2014)
05/16/2014		Receipt of Voluntary Petition (Chapter 7)(8-14-70038) [misc,volp7a] (335.00) Filing Fee. Receipt number 160675. Fee amount 335.00. (re: Doc# 1) (U.S. Treasury) (Entered: 05/16/2014)
05/16/2014		Receipt of Motion for Relief From Stay(8-14-70038-cec) [motion,mrlfsty] (176.00) Filing Fee. Receipt number 160675. Fee amount 176.00. (re: Doc# 4) (U.S. Treasury) (Entered: 05/16/2014)
05/16/2014	5 (11 pgs)	Objection Filed by Simon Marcus on behalf of Jane Rolins, John Rolins (RE: related document(s) 4 Motion for Relief From Stay filed by Creditor JPMORGAN CHASE, Motion for Adequate Protection) (Marcus, Simon) (Entered: 05/16/2014)
05/16/2014	6 (8 pgs; 3 docs)	Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) Schedule F, : Statement of Financial Affairs Fee Amount \$30 Filed by Simon Marcus on behalf of Jane Rolins, John Rolins (Attachments: # 1 Affidavit LR1009 # 2 Supplemental List of Creditors) (Marcus, Simon) (Entered: 05/16/2014)
05/16/2014	7 (8 pgs; 3 docs)	Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) Schedule F, : statement of financial affairs Fee Amount \$30 Filed by Attorney3 on behalf of Jane Rolins, John Rolins (Attachments: # 1 Affidavit Affidavit LR 1009 # 2 supplemental list of creditors) (Attorney3) (Entered: 05/16/2014)
05/16/2014	8 (3 pgs; 3 docs)	Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) Schedule F, : Statement of Financial affairs Fee Amount \$30 Filed by Attorney8 on behalf of Jane Rolins, John Rolins (Attachments: # 1 Affidavit LR1009 # 2 Supplemental List of Creditors) (Attorney8) (Entered: 05/16/2014)

PACER Service Center			
Transaction Receipt			
06/19/2014 13:02:58			
PACER Login:	us4423	Client Code:	
Description:	Docket Report	Search Criteria:	8-14-70038-cec Fil or Ent: filed Doc From: 0 Doc To: 99999999 Term: included Headers: included Format: html Page counts for documents: included
Billable Pages:	2	Cost:	0.20

The **Calendar Events** report displays events scheduled during a range of dates selected

The selection criteria fields for **Calendar Events** include:

Case number	If you want the events for a specific case, type the number and click <i>Find This Case</i> (or press Enter or the space bar); CM/ECF checks that the case number is valid. If there are multiple cases that match what you typed, they will be displayed with radio buttons; hide the selection list by clicking <i>Hide Case List</i> or pressing the space bar. Use any of these formats: YY-#####, O:YY-TT-#####, O-YY-TT-#####, YYTT#####, O:YYTT#####, O=office code, YY=year, TT=type (bk/ap/mp), and #####=number.
Judge	To limit events by judge, select one or more names from the list and click a radio button for the type of judge to consider.
Office	You must select at least one office; only events in cases filed there will be displayed.
Type	Select one or more types from the list.
Set / AM-PM-Both / Time	Enter the range of dates for the events you wish to view, or select each date from the pop-up calendar displayed when you click the calendar icon. You can further limit the events to a specific time, OR you can specify all AM events or all PM events.
Sort by	By default, the report is sorted by hearing time and case number.
Initial display of related proceedings	Controls whether related proceedings are initially displayed ("Expanded") or hidden ("Collapsed"). On the output screen, related proceedings can be expanded or collapsed individually: if the display is expanded, clicking the minus sign icon hides related events; if the display is contracted, clicking the plus sign shows related events.

Display only proceedings directly related to the calendar event	If checked, only directly related proceedings will appear on the report. If unchecked, indirectly related proceedings are also displayed (i.e., proceedings related to the directly related proceedings).
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List of Creditors

The selection criteria fields for the **List of Creditors** include:

Case number	Enter the number of a bankruptcy case. Use any of these formats: YY-#####, O:YY-TT-#####, O-YY-TT-#####, YYTT#####, O:YYTT#####, where O=office code, YY=year, TT=type (e.g., bk or ap), and #####=number. You do not need to type leading zeros for year or number.
Special mailing group	Select "All" for all special mailing groups, or select specific group(s) to display the names and addresses of members. NOTE: If you select any special mailings groups but there are none associated with this case, you will get the message "Your requested case...does not have creditors" -- meaning, creditors belonging to the specified groups. <u>Highlight ONLY the blank field to list all regular creditors.</u>
Format	Select either the "3 columns" format or the "raw data format" (pipe-delimited). The 3-column display can be printed on labels.

Run Report

The **Label Matrix** for local noticing will appear. At the end of the Label Matrix is the message: The following recipients may be/have been bypassed for notice due to an undeliverable (u) or duplicate (d) address.

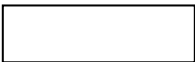
(u) Jp Morgan

End of Label Matrix	
Mailable recipients	15
Bypassed recipients	1
Total	16

Docket Activity lists selected events docketed to selected cases. Events may be limited by category and entry date; cases may be limited by case number, office, type, and status.

The selection criteria fields for the **Docket Activity** report include:

Case number	To limit the activity to a specific case, enter the case number. Use any of these formats: YY-#####, O:YY-TT-#####, O-YY-TT-#####, YYTT#####, O:YYTT#####, O=office code, YY=year, TT=type (e.g., bk or ap), and #####=number. You do not need to type leading zeros for year or number.
Only cases to which I am linked	Check this box to limit the activity to cases in which you are involved.
Office	Select one or more offices from the list.
Case type	Select one or more case types from the list.
Category	Select one or more event categories from the list.
Open cases / Closed cases	Check one or both boxes for the type of cases to be selected.
Entered between	To limit the docket entries by date of entry, select this option and enter a date and time range (or change the default dates and times). The report will include events entered on or between these date and time ranges. Note that the date range is limited to 31 days.
Summary Text/ Full Docket Text	Check the format of docket text you prefer to see.
Sort by	Select the way the report should be sorted.



Chap Tools/Chap Preset

Available Chambers Presets

It is recommended that you docket your papers as soon as possible after you have selected a date and time from this report. Failure to docket timely may result in the hearing date that you selected to no longer be available.

Certain presets are restricted, as specified by the ().

[Color](#)

[Description](#)

[Click the link of chambers below to find the available schedules:](#)

[Chambers of Chief Judge Carla E. Craig](#)

[Chambers of Judge Elizabeth S. Stong](#)

[Chambers of Judge Nancy Hershey Lord](#)

[Chambers of Judge Alan S Trust](#)

[Chambers of Judge Robert E. Grossman](#)

[Chambers of Judge Louis A. Scarcella](#)

Written Opinions report lists documents that have been designated as opinions.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Written Opinions Report

Case Number

Last Name First Name Middle Name

Office

Filed between and Summary text
 Full docket text

Sort by

The selection criteria fields for the **Written Opinion** report include:

Case Number	To list opinions in a single case, enter the case number. Use any of these formats: YY-#####, O:YY-TY-#####, or O-YY-TY-#####, O=office code, YY=year, TY=type (e.g., bk or ap), and #####-number.
Last name/First name/Middle name	Fill in the name fields to list opinions in cases involving a particular party.
Office	To limit the opinions to those in cases filed in a particular office, select one or more from the list.
Filed between	To limit the opinions by the date on which they were filed, accept the default dates (if any) or select a date range using the calendar icon.
Summary text / Full docket text	Select the form of docket text to be shown on the report.
Sort by	Select from the list.