

United States District Court
Western District of Washington

**CM/ECF Version 4
New Features
Guide**

June 2010

Table of Contents

ATTORNEY CASE OPENING	2
New Party Participant Tree	2
Adding Additional Attorneys	4
Adding an Alias	7
Participant Tree Icons	10
Adding Documents And Attachments	10
Nature of Suit and Cause of Action: New Filter Fields	12
FILING OF OTHER DOCUMENTS	13
Select the Filer: Participant Tree	13
Adding a New Party	14
QUERY MENU	18
NEW! Additional Query Search Option	18
REPORTS MENU	19
Docket Report: Combined Docket Report, Criminal Cases	19
Large Docket Report Warning	20
Document and Attachment Numbering	21
PDF IMAGES: IMPROVED FEATURES	22
PDF Headers	22
File Size Limitation Message	22
UTILITIES MENU	23
What are the new Configuration and Case Specific Options?	24
PACER BILLING	27
View your PACER Billing History from CM/ECF	27

ATTORNEY CASE OPENING

New Party Participant Tree

The Party screen in Civil Case Opening has a new look and function.

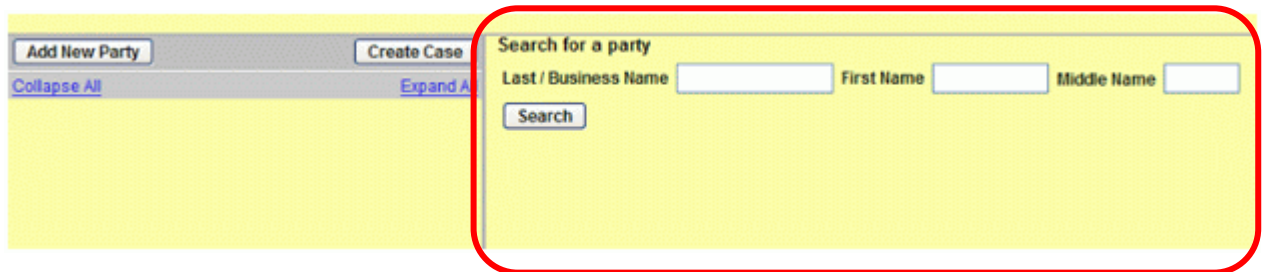
- The left pane contains the controls to **Add New Party**.
- **Create Case** should **ONLY** be selected after all parties and attorneys are added.



As parties are added, a Participant Tree is built.

- The **Expand All** hyperlink produces a tree that links all attorneys to their corresponding parties once they are added.
- The **Collapse All** hyperlink displays only the parties in the case, with attorneys and aliases collapsed in the tree.

The search fields in the right pane on the screen are unchanged and function as they always have.



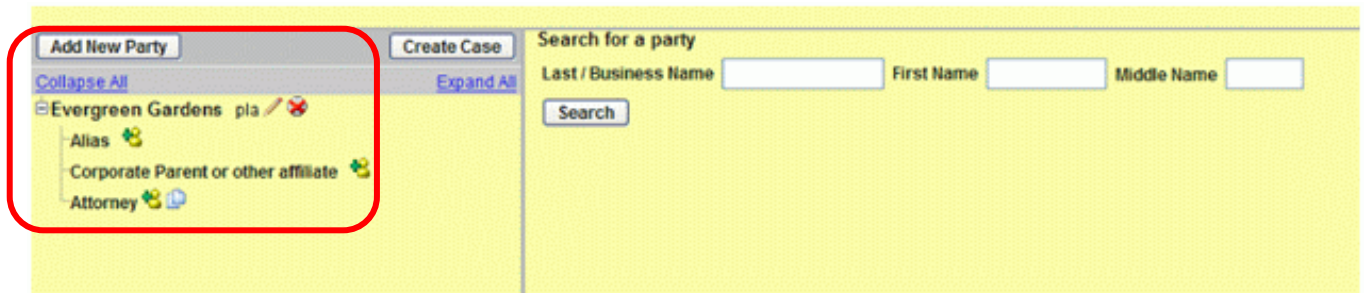
The **Search for a Party** screen allows you to enter your party names and do a search to see if these parties are already in the court's database.

The screenshot shows the 'Search for a Party' interface. At the top, there are buttons for 'Add New Party' and 'Create Case', and links for 'Collapse All' and 'Expand All'. The search section includes a 'Search for a party' header, a text input for 'Last / Business Name' containing 'Evergreen Gardens', and empty inputs for 'First Name' and 'Middle Name'. A 'Search' button is below. The 'Search Results' section shows a list with 'Evergreen Gardens' selected. At the bottom of the results are 'Select Party' and 'Create New Party' buttons.

The **Party Information** screen allows you to pick the role of your party and enter party text.

The screenshot shows the 'Party Information' form. It contains various fields for party details: 'Last name' (Evergreen Gardens), 'First name', 'Middle name', 'Generation', 'Title', 'Role' (Plaintiff (pla:pty)), 'Pro se' (No), 'Prisoner id', 'Unit', 'Office', 'Address1', 'Address2', 'Address3', 'City', 'State', 'Zip', 'Country', 'Prison', 'Phone', 'Fax', 'E-mail', 'Party text' (a Washington corporation), 'Start date' (6/10/2010), 'End date', 'Corporation' (no), and 'Notice' (yes). A checkbox 'Show this address on the docket sheet' is also present. An 'Add Party' button is at the bottom left.

When you click the **Add Party** button on the **Party Information** screen, the party is added to the **Participant Tree**.



Using the **Participant Tree** icons, you can:

- Add an alias.
- Add an associated attorney.

(NOTE: Corporate Parent or Other Affiliate is displayed, but you DO NOT use this option . You are required to file a Corporate Disclosure Statement which provides this information.)

For detailed information on the icons, see the chart in **Participant Tree Icons**.

Continue adding parties to your new case by selecting **Add New Party**

.

Adding Additional Attorneys

You can enter additional attorneys associated with a case by selecting the **Add** icon that is located next to Attorney in the Participant Tree.

NOTE: You can only add additional attorneys that are registered with CM/ECF, not Pro Hac Vice Attorneys.

The **Search for an Attorney** screen appears in the right pane.

The screenshot shows the 'Open Unassigned Civil Case' interface. On the left, there is a tree view with 'Evergreen Gardens' expanded, showing sub-items like 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. On the right, a search form titled 'Search for an attorney for Evergreen Gardens' is displayed. The form includes input fields for 'Bar Id', 'Last Name', 'First Name', and 'Middle Name', along with a 'Search' button. A red rounded rectangle highlights the search form area.

Enter either the attorney's bar ID number or name and then select **Search**.

This screenshot shows the same interface as the previous one, but with the search form filled out. The 'Last Name' field contains 'smith' and the 'First Name' field contains 'jon'. The 'Search' button is now highlighted with a red rounded rectangle.

As with the **Party Search** screen, you will see search results which allow you to select the attorney's name from the dropdown list.

Open Unassigned Civil Case

The screenshot shows a web interface for searching attorneys. On the left, there is a sidebar with a tree view containing 'Evergreen Gardens', 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. The main area is titled 'Search for an attorney for Evergreen Gardens'. It contains input fields for 'Bar Id', 'Last Name' (with 'smith' entered), 'First Name' (with 'jon' entered), and 'Middle Name'. A 'Search' button is located below the 'Last Name' field. Below the search fields, a 'Search Results' dropdown menu is open, listing 'Smith, Jon', 'Smith, Jonas David', 'Smith, Jonathan B', and 'Smith, Jonathan S'. A 'Select Attorney' button is positioned below the dropdown. A red circle highlights the search results dropdown menu.

Choose the attorney from the dropdown list and click **Select Attorney**.

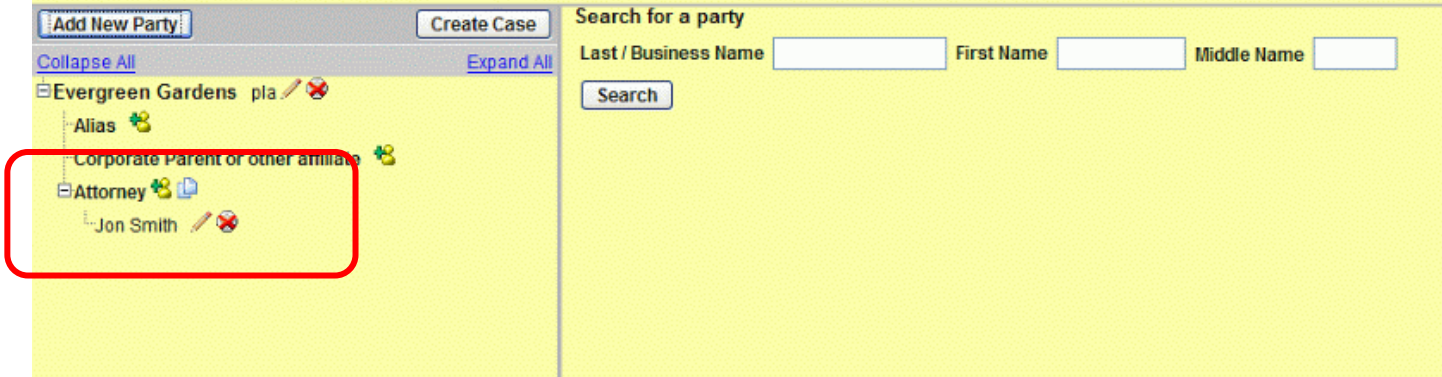
The Attorney Information screen displays. Accept the information and click **Add Attorney**.

Open Unassigned Civil Case

The screenshot shows the 'Attorney Information' screen for 'Jon Smith (Bar Id : 1234, Bar Status : Active)'. The form contains various fields for attorney details: 'Title', 'Office', 'Unit', 'Address 1' (PO BOX 12345), 'Address 2', 'Address 3', 'City' (OLYMPIA), 'State' (WA), 'Zip' (98504-0116), 'Country' (USA), 'Phone', 'Fax', 'E-mail', 'Pro Hac Vice' (no), 'Lead attorney' (no), 'Seal Flag' (yes), 'Notice' (yes), 'Start date' (6/17/2010), and 'End date'. At the bottom, there are 'Add Attorney' and 'Start a New Search' buttons.

This will bring you back to the Search for an Attorney screen. The newly added attorney appears in the Participant Tree.

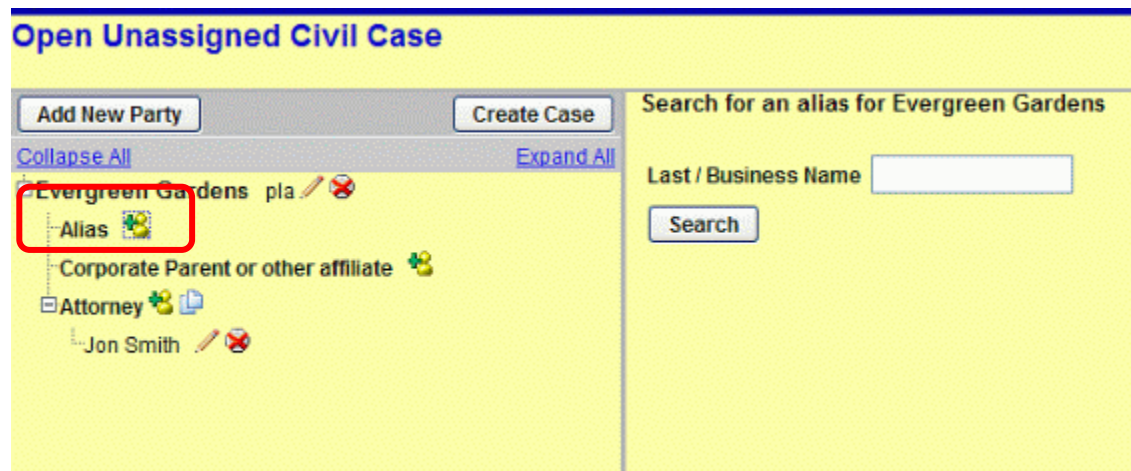
Open Unassigned Civil Case



Repeat this process until you get all the associated attorneys entered.

Adding an Alias

You can add one or several aliases to a party, using the **Add Alias** icon located under the party name in the Participant Tree.



The right pane contains **Search for an Alias**. Enter the name and select **Search**.

Open Unassigned Civil Case

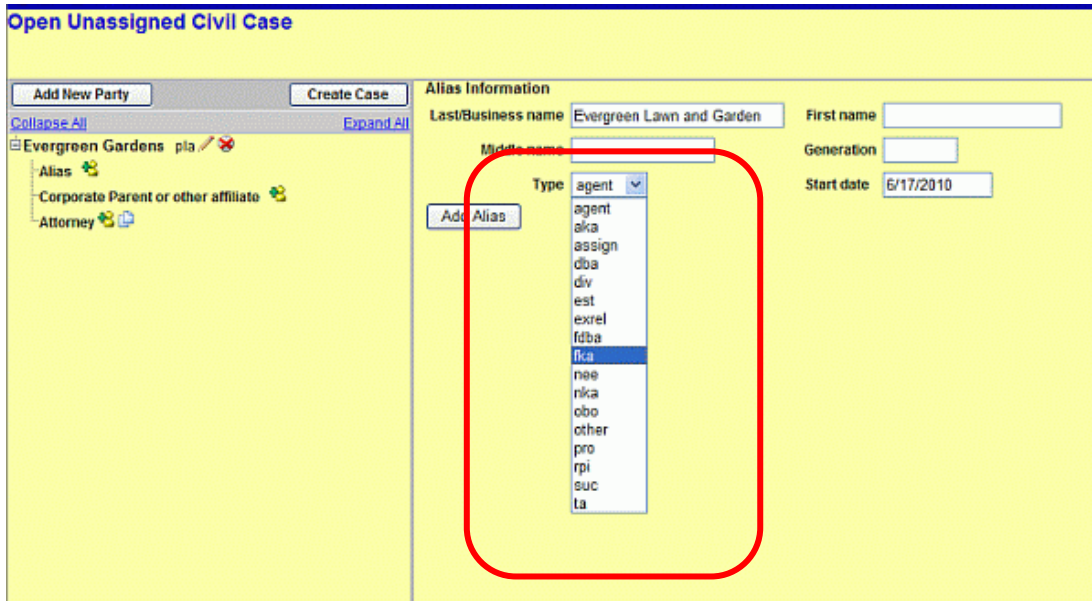
The screenshot shows the 'Open Unassigned Civil Case' interface. On the left, there is a tree view for 'Evergreen Gardens' with sub-items: 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. On the right, there is a search section titled 'Search for an alias for Evergreen Gardens'. It includes a text input field labeled 'Last / Business Name' containing 'Evergreen Lawn and' and a 'Search' button. The 'Search' button is highlighted with a red rectangle.

If the alias name is in the court database, it will show on the Search Results list.

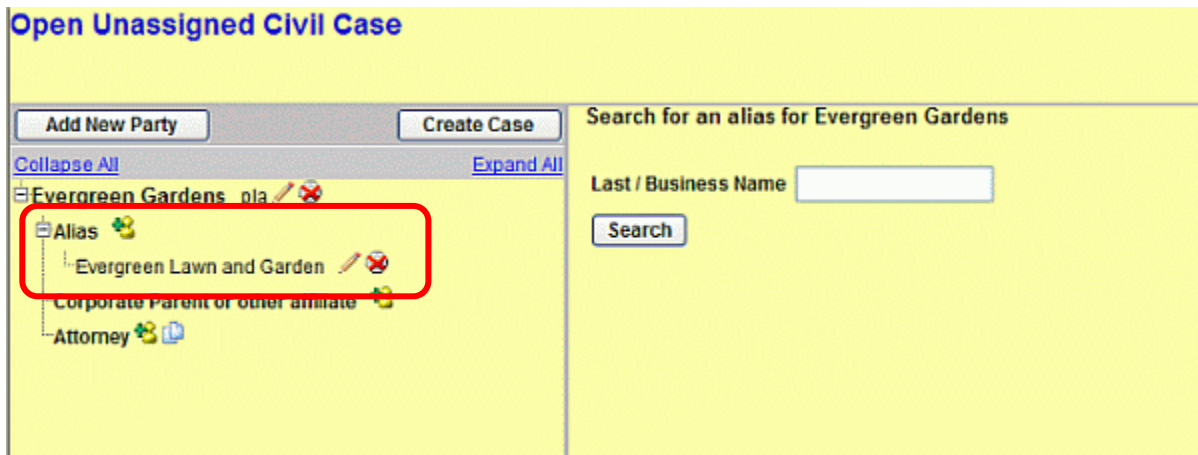
If not, it will indicate **'Search returned no results'** (as shown) and you will need to create the new alias by selecting the **"Create New Alias"** button.

The screenshot shows the 'Open Unassigned Civil Case' interface. On the left, there is a tree view for 'Evergreen Gardens' with sub-items: 'Alias', 'Corporate Parent or other affiliate', and 'Attorney'. On the right, there is a search section titled 'Search for an alias for Evergreen Gardens'. It includes a text input field labeled 'Last / Business Name' containing 'Evergreen Lawn and' and a 'Search' button. Below the search input, there is a 'Search Results' section with an empty list box. At the bottom of the search results section, there are two buttons: 'Select Alias' and 'Create New Alias'. The 'Create New Alias' button is highlighted with a red rectangle. Below the buttons, there is a message: 'Search returned no results. Please try again or create a new alias.'

Select the "Type" from the drop down box under **Alias Information**. This example shows "fka", or 'Formerly Known As.'








Now that you have your Alias name entered, select the "Add Alias" button. You are returned to the **Participant Tree** screen.



The Alias name appears on the **Participant Tree**.

Participant Tree Icons

The following table provides a description for each of the icons that may appear in the participant tree.

Icon	Description
	Delete this party from the case.
	Add new alias, corporate parent, or attorney.
	Copy attorney(s) from other parties in the case to this party.
	Edit the party, alias, corporate parent or attorney. Only displays beside actual names of participants, so if no participant has been added, this icon is suppressed.
	Change the name of the party.

Additionally, the + and – icons for each branch expand or collapse the branch, respectively.

Adding Documents And Attachments

New Look: A single screen for adding documents and attachments

Document Upload Screen – Initial State

Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/>	<input type="text"/>

After browsing and selecting the appropriate Main Document, click the Browse button in the Attachments section to add the first attachment.

- Once a PDF document is selected, you must select a Category or enter a Description to further describe the attachment. It is also acceptable to enter in both fields.
- As the process of adding an attachment is completed, a new row will appear so you can then add a second attachment if necessary.
- Additional rows will be added as needed.

Document Upload Screen – After Selecting a Main Document and Two Attachments

Select the pdf document and any attachments.

Main Document
 S:\ECF Team\Sample PDFs\Motion.pdf

Attachments	Category	Description
1. S:\ECF Team\Sample PDFs\Training PDF <input type="button" value="Browse..."/>	Proposed Order	<input type="text"/> <input type="button" value="Remove"/>
2. S:\ECF Team\Sample PDFs\Cert of Reco <input type="button" value="Browse..."/>		Certificate of Service <input type="button" value="Remove"/>
3. <input type="text"/> <input type="button" value="Browse..."/>		<input type="text"/>

- If only two attachments should be added, leave the fields in the third row blank and then click Next.
- If additional attachments should be added, click Browse for each attachment and then add the document.
- If an attachment should be removed, click Remove. If, for example, Attachment 1 is removed and there is a second attachment, Attachment 2 would become Attachment 1, etc.
- If an attachment file is incorrect and needs to be replaced, click Browse again for the attachment and load a different document.
- If you click the Clear button after adding documents and attachments, the screen will be returned to the initial state.

Nature of Suit and Cause of Action: New Filter Fields

The Nature of Suit and Cause of Action fields have been modified to permit you to filter the items displayed in their pick lists.

The screenshot shows the 'Open Unassigned Civil Case' form. The 'Cause of action' field is set to '3 (Federal Question)' and the 'Nature of suit' field is set to '0 (zero)'. Both fields have a 'Filter:' input box and a 'Clear filter' button next to them. A red box highlights these filter fields. Other fields include 'Origin' (1 (Original Proceeding)), 'Citizenship plaintiff', 'Citizenship defendant', 'Jury demand' (n (None)), 'Class action' (n), 'Demand (\$000)', 'Arbitration code', 'County' (Clallam), 'Fee status' (pd (paid)), 'Fee date' (6/15/2010), and 'Date transfer'. There are 'Next' and 'Clear' buttons at the bottom.

Enter characters in the Filter field, which immediately narrows the dropdown list to just the items that match the string entered – functioning as a search tool.

The screenshot shows the 'Open Unassigned Civil Case' form with filtered results. The 'Cause of action' field is now '28.1332;d (28.1332 Diversity-Declaratory Judgement)' and the 'Nature of suit' field is '890 (Other Statutory Actions)'. The 'Filter:' input boxes now contain '28.1332;' and '890' respectively. Red arrows point to the filter input boxes, and a red box highlights them. Other fields remain the same as in the previous screenshot.

To change the filter, type over the characters already entered, or click the Clear filter button.

The Clear filter button, when clicked, returns the contents of the dropdown to the complete list.

FILING OF OTHER DOCUMENTS

Select the Filer: Participant Tree

On the Select the Filer screen, ECF displays the case participants in a “participant tree” for reference.

- The left pane display a participant “tree” so you can readily see all case participants.
- The right pane displays the existing parties, and allows you to click the name of the party for whom you are filing the document, or select a group (all defendants, etc.) if that option is available.

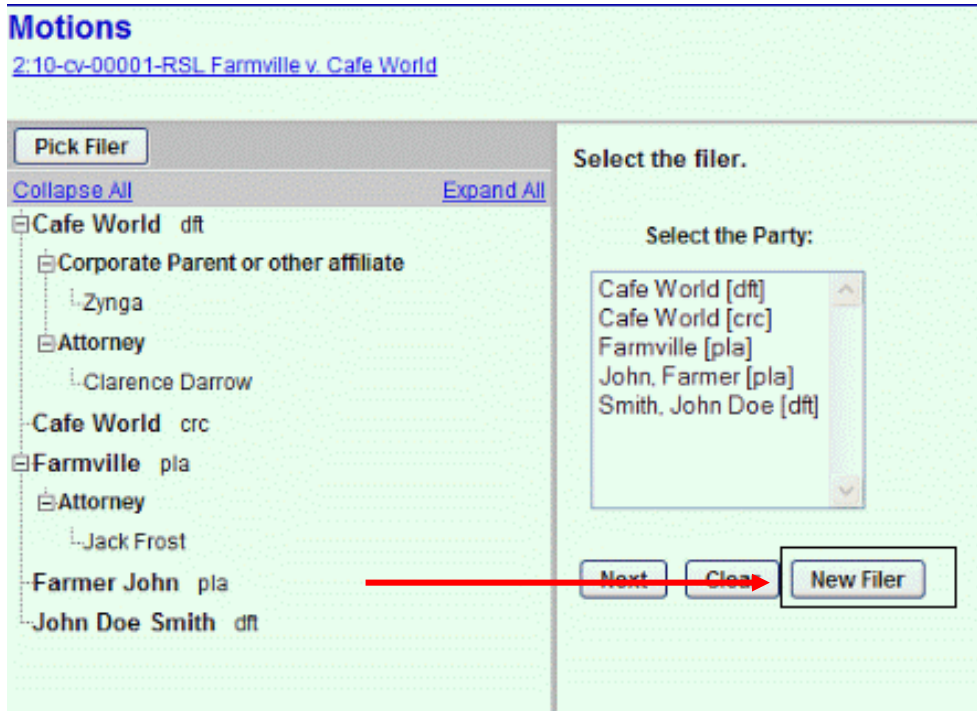
Case Participant Tree

Select the Filer screen

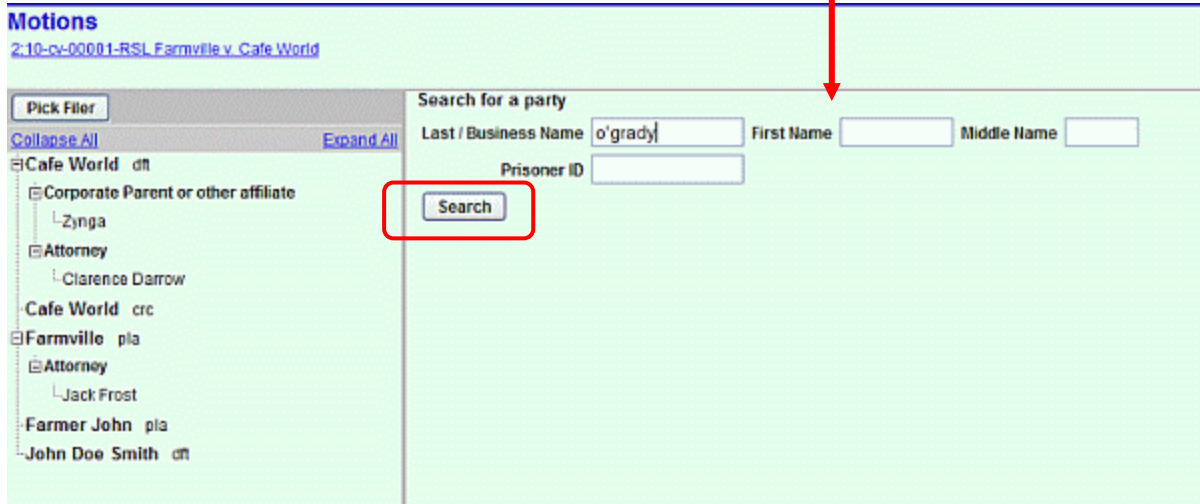
The screenshot shows the 'Motions' screen for case 2:10-cv-00001-RSL Farmville v. Cafe World. The interface is split into two panes. The left pane, titled 'Pick Filer', contains a participant tree with expandable sections for 'Cafe World dft', 'Farmville pla', and 'Farmer John pla'. The right pane, titled 'Select the filer.', contains a 'Select the Party:' dropdown menu with options: 'Cafe World [dft]', 'Cafe World [crc]', 'Farmville [pla]', 'John, Farmer [pla]', and 'Smith, John Doe [dft]'. Below the dropdown are three buttons: 'Next', 'Clear', and 'New Filer'. Two red arrows point from the text labels above to the respective panes.

Adding a New Party

To add a new party, click the New Filer button located in the right pane.



The Search for a Party screen will be displayed in the right pane from which you then can search for and add a new party.



If a match is found, highlight the name from the Search Results and click Select Party. If no match is found, click the Create New Party button.

Pick Filer

Collapse All Expand All

- Cafe World dft
 - Corporate Parent or other affiliate
 - Zynga
 - Attorney
 - Clarence Darrow
- Cafe World crc
- Farmville pla
 - Attorney
 - Jack Frost
- Farmer John pla
- John Doe Smith dft

Search for a party

Last / Business Name First Name Middle Name

Prisoner ID

Search

Search Results

- O'Grady, James
- O'Grady, Jane Doe
- O'Grady, Kathleen
- O'Grady, Martha
- O'Grady, Mary
- O'Grady, Pat F

Select Party Create New Party

On the Party Information screen, do not enter a party's address. Select the correct role of the party and click the Add Party button.

Motions

[2:10-cv-00001-RSL Farmville v. Cafe World](#)

Pick Filer

Collapse All Expand All

- Cafe World dft
 - Corporate Parent or other affiliate
 - Zynga
 - Attorney
 - Clarence Darrow
- Cafe World crc
- Farmville pla
 - Attorney
 - Jack Frost
- Farmer John pla
- John Doe Smith dft

Party Information

James O'Grady

Title

Role

Pro se

Prisoner Id Unit

Office

Address1

Address 2 Show this address on the docket sheet

Address 3 City

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

Add Party

[Start a New Search](#)

After searching for, selecting, and adding a filer, the filer's name appears in the left pane Participant Tree.



Use the icons controls to:

- Add an alias or corporate parent
- Edit the party information
- Delete the party

Add another new party by clicking on the **New Filer** button in the right pane.

The new party is also added to the party pick list in the right pane, and is highlighted.



You can then click **Next** to continue with the filing of your document.

QUERY MENU

NEW! Additional Query Search Option

A **Cause of Action** select list was added to the Query screen Search Clues menu.

Search Clues

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit
110 (Insurance)
120 (Contract Marine)

Cause of Action
00:0000 (00:0000 Cause Code Unknown)
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name (Examples: Desoto, Des*t)

First Name Middle Name

Type Prisoner ID

REPORTS MENU

Docket Report: Combined Docket Report, Criminal Cases

You can now run a combined Docket Report for criminal defendants in a multi-defendant case.

- A new **View Combined Docket Report** checkbox is displayed beneath the case number list when a case number for a multi-defendant criminal case has been entered and two or more of the criminal defendant cases have been selected.
- Selecting the **View Combined Docket Report** checkbox allows you to run the combined form of the report for the chosen set of defendants' individual cases.

Docket Sheet

Case number

Select a case:

- 2:09-cr-00183-RSM USA v. Perkins et al
- 2:09-cr-00183-RSM-1 William M Perkins
- 2:09-cr-00183-RSM-2 Rogelio Diaz Aguilar
- 2:09-cr-00183-RSM-3 Timothy L Patterson
- 2:09-cr-00183-RSM-4 Samuel O Morales
- 2:09-cr-00183-RSM-5 Michael A Winchester
- 2:09-cr-00183-RSM-6 Jessie J Tostenrude
- 2:09-cr-00183-RSM-7 Annetta E Martin
- 2:09-cr-00183-RSM-8 Yehoshua James Kilp
- 2:09-cr-00183-RSM-9 Christine Andrea Brown

View Combined Docket Report

- The combined Docket Report displays all of the defendant, party, and attorney information in the top section of the report for those defendants selected.
- The combined proceedings of the chosen defendants are displayed in the bottom section of the report.

Large Docket Report Warning

You may encounter this new message when viewing a docket sheet with more than 200 docket entries.

Docket Sheet

The report may take a long time to run because this case has many docket entries. You can go back and modify the selection criteria or select one of the following options.

Include docket entries:

for the past week

for the past 90 days

for the past year

as initially requested

“The report may take a long time to run because this case has many docket entries. You can go back and modify the selection criteria or select one of the following options. “

You are presented with options to help narrow the search to include docket entries for:

The past week,

The past 90 days,


The past year, or

As initially requested.

Document and Attachment Numbering

When you view a document that has attachments on a docket report, you'll notice the document selection screen has changed.

The attachments are numbered beginning with 1. This way, the attachment numbers are consistent everywhere they appear (e.g., docket text, the document selection screen).



The screenshot shows a 'Document Selection Menu' with a light green background. At the top, it says 'Select the document you wish to view.' Below this, there is a section for the main document: 'Document Number: [7](#)' followed by '1 page' and '5 kb'. A table of attachments follows, with columns for 'Attachment', 'Description', '1 page', and '5 kb'. The attachments are: 1. Proposed Order (1 page, 5 kb) and 2. Certificate of Service (1 page, 3 kb). At the bottom, there are two buttons: 'View All' and 'Download All', with 'or' between them. To the right of these buttons, it says '3 pages' and '11 kb'.

Attachment	Description	1 page	5 kb
1	Proposed Order	1 page	5 kb
2	Certificate of Service	1 page	3 kb

or 3 pages 11 kb

Also, the file sizes and the total size of all of the documents for a docket entry are displayed on the document selection screen.

This especially comes in handy if you decide to use the **Download All** feature. You can see how large a combined set of documents is.

PDF IMAGES: IMPROVED FEATURES

PDF Headers

The CM/ECF software will now correctly place the PDF header on all scanned PDF documents in the correct position. Previously the PDF header on scanned documents would occasionally appear in positions other than the top of the page. The software now correctly estimates the page size of the PDF documents so that the header is placed correctly.



Case 2:55-cv-00001-JLR Document 1 Filed 02/28/2007 Page 1 of 1

File Size Limitation Message

When a PDF that is larger than the set document file size limit is uploaded during electronic filing, the error message now includes the file size of the current PDF.

ERROR: You cannot load this file because it is over 10 MB. The size of the selected file is 20.07 MB

UTILITIES MENU

E-mail Information

The E-mail Information screens in Maintain Your Account and Maintain Your E-mail have a new look.

The screen is divided into two panes.

In the left pane, the primary e-mail address and secondary e-mail addresses, if any, appear as hyperlinks.

Email Information for Jack Frost

Registered e-mail addresses	Configuration options
<p><i>Primary e-mail address:</i> wawdattorney@wawd.uscourts.gov</p> <p><i>Secondary e-mail addresses:</i> add new e-mail address</p> <p><input type="button" value="Submit all changes"/> <input type="button" value="Clear"/></p>	<p>Select an e-mail address to configure.</p>

When you click the primary or secondary e-mail address hyperlink in the left pane, configuration options appear under the e-mail address in the right pane.

Email Information for Jack Frost

Registered e-mail addresses	Configuration options
<p><i>Primary e-mail address:</i> wawdattorney@wawd.uscourts.gov</p> <p><i>Secondary e-mail addresses:</i> add new e-mail address</p> <p><input type="button" value="Submit all changes"/> <input type="button" value="Clear"/></p>	<p><input type="text" value="wawdattorney@wawd.uscourts.gov"/></p> <p>Should this e-mail address receive notices? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><i>Because the primary e-mail address will not receive notices, secondary e-mail addresses will not receive notices.</i></p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="Show all cases for this e-mail address"/> <i>(Copy case list from here)</i></p> <hr/> <p>Case-specific options</p> <p>Add additional cases for noticing</p> <input type="text"/> <p>These cases will send notice per filing. <i>(default method)</i></p> <ul style="list-style-type: none">2:10-cv-00001-RSL Farmville v. Cafe World - Representing Farmville2:10-cv-00002 Yoville v. Island Paradise - Representing Yoville, Yoville2:10-cv-00004 Petville v. Pet Farm - Representing Petville2:10-cv-00015 Farmville v. Cafe World - Representing Farmville2:10-cv-00016 Farmville v. Cafe World et al - Representing Farmville <p><input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/></p> <p>These cases will send notice as a summary report. <i>(alternate method)</i></p>

What are the new Configuration and Case Specific Options?

The following is an explanation of each of the options that appear above:

Configuration Options	
Should this e-mail address receive notices?	For the primary e-mail address, the default is Yes. To disable the primary address, select No. If set to No, the primary e-mail address will not receive Notices of Electronic Filings (NEFs). We recommend that this setting always be set to Yes.
How should notices be sent to this e-mail address?	Sets the default delivery method for notices sent to this address. If Per Filing, an e-mail will be sent for each individual NEF. If Summary Report, one daily summary e-mail notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: Should this e-mail address receive a “no activity” notice when no summary noticing occurs? If Yes, the Daily Summary Report e-mail will include the message “no transactions found for this time period” if no activity occurs in the cases for which the e-mail address is configured to receive summary notices. If No, then no e-mail will be generated when there is no activity in the cases.
In what format should notices be sent to this e-mail address?	Controls the format of the e-mails – either HTML or Text. HTML is the preferred format.
Show all cases for this e-mail address?	Displays a list of all of the cases for which the e-mail address is configured to receive NEFs.

Case Specific Options	
Add additional cases for noticing	Allows you to add cases in which you are not an active participant, but would like to receive NEFs. There is no free look associated with these Notices. (PACER fees apply.)
These cases will send notice per filing. (default method)	An e-mail will be sent for each individual NEF.
These cases will send notice as a summary report. (alternate method)	One daily summary e-mail notice that lists all the filings for that day will be sent.

E-mail Information Screen Example: Case Specific Options

Before Moving Cases from Default Method List to Alternate Method List

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

7.08-cv-00001-FJF Foley v. Davis

6.08-cr-00001-LPL-FJF USA v. Johnson

4.08-cr-00002 USA v. Beethoven

Delete selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

^

↓

Delete selected cases Change selected cases to notice per filing

After Moving Cases from Default Method List to Alternate Method List

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (*default method*)

Delete selected cases

Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (*alternate method*)

Delete selected cases

Change selected cases to notice per filing

PACER BILLING

View your PACER Billing History from CM/ECF

When the **Review Billing History** option is selected in CM/ECF a new browser window will open outside of CM/ECF.

- From this screen you can search for transactions in recent months for a specific court or all courts.
- A message inside the Date Range box provides a specific range of dates for which transactions are available.
- The court from which you, the PACER user, came will be selected by default.

Pacer Service Center (PSC) Billing History Report Selection Screen

PACER **Billing History Report**

User: oc0520 - Oca/Td

Courts

All Courts
 Other Court

Arizona Test Bankruptcy

Date Range

Today
 this Week
 this Month
 this Quarter
 other date range:

Transactions available: 03/01/2007 to current

Sort Order

Date
 Client Code
 Court / Date
 Court / Client Code

Display

Details
 Summary


View

Formatted Report
 Download Report

Run Report **Clear** **Close**

Data will be retrieved from the central billing transaction database and formatted according to the options selected by you, as in this example:

PSC Billing History Report – Sample Output



New Report

Billing History Report
 Detailed Transaction Report by Date
 Arizona Test Bankruptcy
 for the day 11/1/2007

Thu Nov 1 08:56:18 2007
 User: oc0520 - Oca/Td

Date	Time	Pages	Court	Client Code	Description	Search
11/01/2007	09:54:14	1	AZTC	abc,456	Search	LName: Goodman
	09:54:24	11	AZTC	abc,456	Search	LName: Goodman
Subtotal		12	pages			
		\$ 0.96				
Grand Total		12	pages			
		\$ 0.96				

- Transactions for months prior to those available via the **CM/ECF Billing History Report** can be obtained via the **Review Transaction History** option within the **Account Information** section of the **Pacer Service Center** site.