

## Instructions for Attorneys: Case Query Methods

Two methods you can use to determine what cases you are participating in as counsel.

### Method 1: Query

Note that this option is subject to PACER fees.

1. Log into CM/ECF.
2. Select **Query** from the navigation menu.
3. Enter your name in **Last/Business Name** and **First Name**.
4. Select **Attorney** for **Type**, then select **Run Query**.

CM/ECF Civil Criminal **Query** Reports Utilities Search Help What's New

### Query

[Mobile Query](#)

**Search Clues**

Case Number

or search by

Case Status:  Open  Closed  All

Filed Date  to

Last Entry Date  to

Nature of Suit  
0 (zero)  
110 (Insurance)  
120 (Contract: Marine)

Cause of Action  
0 (No cause code entered)  
00:0000 (00:0000 Cause Code Unknown)  
02:0431 (02:431 Fed. Election Commission: Failure Enforce Compliance)

Last/Business Name   Exact matches only

First Name  Middle Name

Type  Prisoner ID

5. The search results list all cases in which you are participating as an attorney.

Select A Case		
Newell David Smith is an attorney in 72 cases.		
<a href="#">2:01-cv-02126-TSZ</a>	Green v. Peregrine F/V, et al	filed 12/21/01 closed 02/26/03
<a href="#">2:02-cv-01182-TSZ</a>	Hamilton v. Motor Vessel, et al	filed 05/30/02 closed 10/17/02
<a href="#">2:02-cv-02097-BJR</a>	In Re: Proceedings Korean v.	filed 10/09/02 closed 11/01/02

## Instructions for Attorneys: Case Query Methods

### Method 2: Your ECF Account

1. Log into CM/ECF.
2. Select **Utilities** from the navigation menu.
3. Select **Your Account > Maintain Your E-mail**.



4. Select your primary email address.
5. View your case list under **Case-specific options**.

**Email Information for Attorney Wawdtwo**

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: <a href="mailto:dcwawdsea+atty02.5A@gmail.com">dcwawdsea+atty02.5A@gmail.com</a></p> <p>Secondary e-mail addresses: <a href="#">add new e-mail address</a></p> <p><input type="button" value="Submit all changes"/> <input type="button" value="Clear"/></p>	<p><a href="#">dcwawdsea+atty02.5A@gmail.com</a> <a href="#">Update My Primary Email</a></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Verify free look use when viewing NEF documents? <input type="radio"/> Yes <input checked="" type="radio"/> No</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 type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Case-specific options</b></p> <p>Add additional cases for noticing</p> <input type="text"/> <p>These cases will send notice <i>per filing</i>. (default method)</p> <div style="border: 1px solid gray; padding: 5px;"><p>2:19-cv-00056 Sherwood v. Holmes - Representing Patsy Sherwood 2:19-cv-00060-JRC Jackson v. Marcus - Representing Donald Jackson 2:19-cv-00065 Miller v. Jack - Representing Andrew L Miller 2:20-cv-00024-SKV Smith et al v Boeing Aerospace Company et al - Representing Jasmine Paterson 2:20-cv-08888 Smith v. Johnson (Closed on 10/14/2021) - Representing Carlos Johnson 3:19-cv-05009-TLF Henry v. Commissioner of Social Security - Representing Lisa Henry</p></div> <p><input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/></p>

6. For assistance, contact ECF Support at 206-370-8440 or 866-323-9293.