Querying a Related Transaction in CM/ECF

Querying a Docket Sheet in a case in CM/ECF involves entering search clues, selecting Related Transactions, and entering search criteria.

STEP 1 After you have logged in to CM/ECF, click on **Query** on the ECF Main Menu.

STEP 2 The system will display the **Search Clues** screen.

•   Enter **Case Number** if known.

- If case number is unknown you may also search by **File dates or Last Entry dates**. If you enter dates in these fields, the system will give you a list of all cases that match your search clues.
- Click on appropriate case to enter query.

- Another method for searching is by name. You must enter a minimum of two characters in the last name field. You can enter business names in the last name field as well. The system will provide you with a list of all cases that match your search clues**.**
- Click on appropriate case to enter query.

If no case matches are found, click the **Back** button to enter new search clues.

STEP 3 When a case is selected, the system will display the **Query** screen.

1:06-cv-01220-RDB Grace v. Balto County Police
Richard D Bennett, presiding
Date filed: 05/12/2006
Date terminated: 06/26/2006 **Date of last filing:** 06/26/2006

Query

Alias
Associated Cases
Attorney
Case File Location...
Case Summary
Deadlines/Hearings...
Docket Report...
Filers
History/Documents...
Party
Related Transactions...
Status
View a Document

- Click on **Related Transactions**.

STEP 4 The system will display the **Related Transactions** screen.

You may pull up the related transactions with a number of different options.

- If you want to limit the view to documents either Filed or Entered during certain dates you can enter those dates and that will be the only documents that will appear. Dates must be entered in the appropriate boxes for this option.

- If you want to limit the view to known documents you can enter those document numbers and that will be the only documents that will appear. Document numbers must be entered in the appropriate boxes for this choice.

- You may only want to view a certain type of document, i.e. you only want to view motions. Select the type of document from the **Document type** drop-down list.

- You may view either pending documents or terminated documents or both together. Check the boxes that apply.

- You may view your related transactions by Filed Date, Entered Date, or Document Number by changing the **Sort by** criteria.

Click **Run Query**.

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Related Transactions

Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.

Doc. No.	Event Name	Event Filed	Event Terminated
1	⚬ Complaint	05/12/2006	
4	Supplemental	06/15/2006	
3	⚬ Order on Motion for Leave to Proceed in forma pauperis	05/25/2006	
2	Motion for Leave to Proceed in forma pauperis	05/12/2006	05/25/2006
4	⚬ Supplemental	06/15/2006	
1	Complaint	05/12/2006	
5	⚬ Order	06/26/2006	

Docket Report ...

STEP 5 The system will display the **Related Transactions.**
If the document number is highlighted, it is a link to viewing the actual document. Just click on the number to view. There is also a hyperlink to the Docket Report at the bottom of the screen.