Viewing a Document in CM/ECF

Viewing a document in CM/ECF involves selecting Query, entering search criteria, and selecting View a Document.

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 **View a Document**.

STEP 4 The system will display the **View Document** screen.
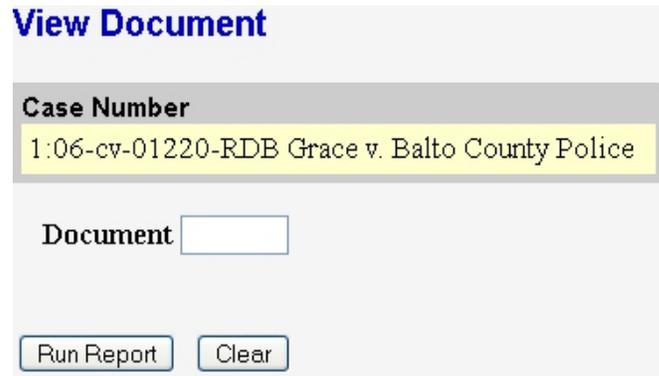
View Document

Case Number
1:06-cv-01220-RDB Grace v. Balto County Police

Document [ ]

[Run Report] [Clear]

• Enter the document number

Click **Run Report**.

STEP 5 The system will display the **Pacer Service Center Transaction Receipt** screen. Click on **View Document**.