

To run Reports:

Click on **Reports** on the CM/ECF Menu Bar



Running Reports



Reports

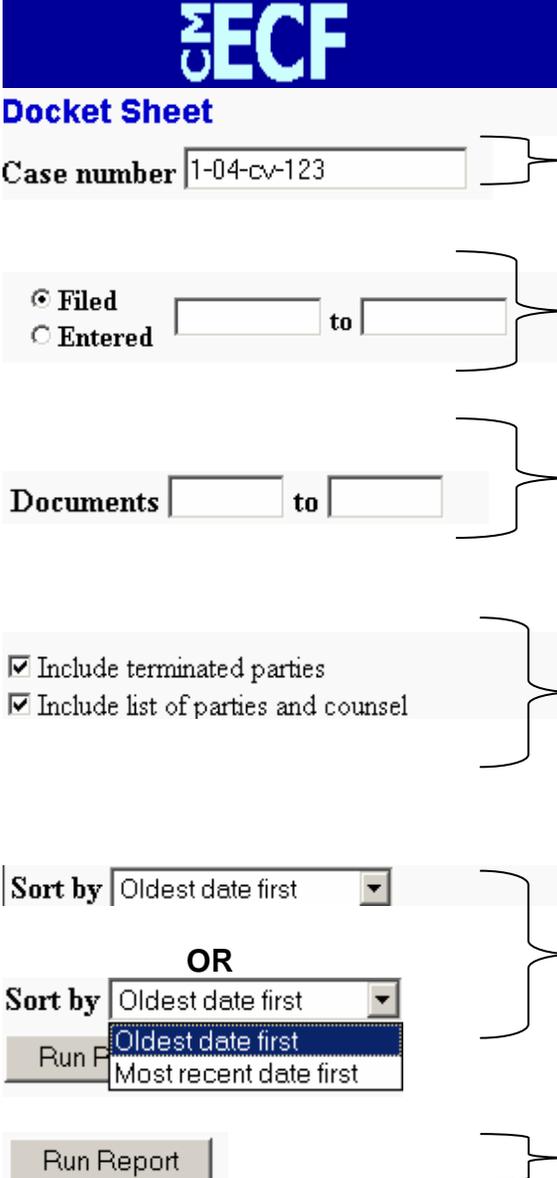
[Docket Sheet](#) **Civil Reports**
[Civil Cases](#)

Criminal Reports
[Criminal Cases](#)

Civil and Criminal Reports
[Calendar Events](#)

Report Option	Description
Docket Sheet Report	Provides a docket sheet for a specific case.
Civil Cases Report	Provides a report of various types of civil cases. There are a number of selection criteria such as filed date range, closed and/or open cases, nature of suit, case flags, and cause codes.
Criminal Cases Report	Provides a report of various types of criminal cases. There are a number of selection criteria such as office, filed date range, defendant status, and case flags.
Calendar Events Report	Provides a court calendar listing of calendar items matching the selection criteria. The selection criteria include case number, office, calendar event, date, and time.

Running a Docket Sheet (From Reports)

Docket Sheet Report	Provides a docket sheet for a specific case.
 <p>ECF Docket Sheet</p> <p>Case number <input type="text" value="1-04-cv-123"/></p> <p><input checked="" type="radio"/> Filed <input type="text"/> to <input type="text"/> <input type="radio"/> Entered <input type="text"/> to <input type="text"/></p> <p>Documents <input type="text"/> to <input type="text"/></p> <p><input checked="" type="checkbox"/> Include terminated parties <input checked="" type="checkbox"/> Include list of parties and counsel</p> <p>Sort by <input type="text" value="Oldest date first"/></p> <p>OR</p> <p>Sort by <input type="text" value="Oldest date first"/> Run Report <input type="text" value="Oldest date first"/> <input type="text" value="Most recent date first"/></p> <p>Run Report</p>	<p>To display the docket sheet::</p> <p>Case Number (Required field) Case Number Formats : 04cv123, 04-123, 04cr123</p> <p>04 = Year case was filed 123 = Case number sequence cv = Civil Case cr = Criminal Case</p> <p>If it's a large case, you can enter a date range for items by filed date or by entered date (Optional field) Date Format: MM/DD/YYYY or MM/DD/YY</p> <p>You can also select by the document numbers in a case. For example, if a case has 300 documents, it will be a fairly large docket sheet. If you're interested in documents 180 to 300, you can enter 180 in the first Document box and enter 300 in the second Document box to limit the size of the docket sheet you are displaying. (Optional field)</p> <p>You can un-click the "Include terminated parties" and terminated parties will not display. If you leave the box checked, terminated parties will be displayed.</p> <p>You can un-click the "Include list of parties and counsel" and the parties and their counsel will not display. If you leave the box checked, parties and their counsel will be displayed.</p> <p>You can sort docket information by the Oldest date first or Most recent date first.</p> <p>You select by clicking on the drop down arrow <input type="text" value="v"/> and click on the sort option you want for the docket information.</p> <p>Click on <input type="text" value="Run Report"/> to run the docket sheet.</p>

Running a Civil Cases Report

Civil Cases Report

Provides a report of various types of civil cases. There are a number of selection criteria such as filed date range, closed and/or open cases, nature of suit, case flags, and cause codes.

Click on the [Civil Cases](#) link and the “Civil Cases Report” dialog box is displayed.

 Query • Reports • Utilities • Logout																																																																
Civil Cases Report																																																																
Office <div style="border: 1px solid black; padding: 2px;"> Denver Durango </div>	Case type <div style="border: 1px solid black; padding: 2px;"> Bankruptcy judgments Civil </div>	Nature of suit <div style="border: 1px solid black; padding: 2px;"> 0 (zero) 110 (Insurance) </div>	Case flags <div style="border: 1px solid black; padding: 2px;"> 2255 ADMAPP </div>	Cause <div style="border: 1px solid black; padding: 2px;"> *41* () 0 (No cause code entered) </div>																																																												
The default is “Blank” to select all offices.	The default is “Blank” to select all case types.	The default is “Blank” to select all nature of suit codes.	The default is “Blank” to select all case flags.	The default is “Blank” to select all cause codes.																																																												
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<p>Even though you can scroll up/down the Office list, take the default or select only Denver.</p> <p>The reason there is a list is due to how older cases opened in the past.</p>	<p>Case Types are:</p> <p>Bankruptcy judgments Civil Judgment cases “J” Miscellaneous</p>	<p>Nature of Suit:</p> <p>Every complaint or other document initiating a civil action must be accompanied by a Civil Cover Sheet, Form JS-44 (Section IV). The JS-44 lists more than 85 Nature of Suit codes. You can scroll up/down the list and click on the nature of suit code you want to select on.</p> <p>Note: You can select more than one nature of suit code by pressing and holding the Ctrl key and click on the other nature of suit codes you want to select on.</p>	<p>Case flags:</p> <p>There are a number of “case flags” used by the court to flag a case. For example,</p> <table border="0"> <tr><td>ADMAPP</td><td>Administrative Appeal</td></tr> <tr><td>ALLMTN</td><td>All Motions</td></tr> <tr><td>APPEAL</td><td>Appeal</td></tr> <tr><td>BKAPP</td><td>Bankruptcy Appeal</td></tr> <tr><td>CERTIO</td><td>Petition for Cert</td></tr> <tr><td>CLASAC</td><td>Class Action</td></tr> <tr><td>CLOSED</td><td>Case Closed</td></tr> <tr><td>CONMAG</td><td>Magistrate Trial</td></tr> <tr><td>CONSDI</td><td>Consolidated Discovery</td></tr> <tr><td>CONSOL</td><td>Consolidated Case</td></tr> <tr><td>DISPO</td><td>Dispositive Motions</td></tr> <tr><td>FEDAPP</td><td>Federal Circ Appeal</td></tr> <tr><td>INTERPRETER</td><td>Interpreter</td></tr> <tr><td>LEAD</td><td>Lead Case</td></tr> <tr><td>LEADDI</td><td>Lead Discovery</td></tr> <tr><td>MAGR</td><td>Mag Rec Pending</td></tr> <tr><td>MDL</td><td>Multidistrict Litigation</td></tr> <tr><td>MTNMAG</td><td>Magistrate Motion</td></tr> <tr><td>PANEL</td><td>Three Judge Panel</td></tr> <tr><td>REOPEN</td><td>Case Reopened</td></tr> <tr><td>SEALED</td><td>Case Sealed</td></tr> <tr><td>SM</td><td>Special Master</td></tr> <tr><td>SORMAG</td><td>Special Order of reference</td></tr> <tr><td>STAYDI</td><td>Discovery Stayed</td></tr> <tr><td>STAYED</td><td>Case Stayed</td></tr> <tr><td>STAYPTY</td><td>Party Stayed</td></tr> <tr><td>STLMT</td><td>Settlement</td></tr> <tr><td>TERMED</td><td>Case Termed</td></tr> <tr><td>U/ADV</td><td>Case Under advisement</td></tr> <tr><td>UNCONCS</td><td>Unconsolidated Discovery</td></tr> </table> <p>Note: You can select more than one case flag by pressing and holding the Ctrl key and then click on the additional case flag(s) you want to select on.</p>	ADMAPP	Administrative Appeal	ALLMTN	All Motions	APPEAL	Appeal	BKAPP	Bankruptcy Appeal	CERTIO	Petition for Cert	CLASAC	Class Action	CLOSED	Case Closed	CONMAG	Magistrate Trial	CONSDI	Consolidated Discovery	CONSOL	Consolidated Case	DISPO	Dispositive Motions	FEDAPP	Federal Circ Appeal	INTERPRETER	Interpreter	LEAD	Lead Case	LEADDI	Lead Discovery	MAGR	Mag Rec Pending	MDL	Multidistrict Litigation	MTNMAG	Magistrate Motion	PANEL	Three Judge Panel	REOPEN	Case Reopened	SEALED	Case Sealed	SM	Special Master	SORMAG	Special Order of reference	STAYDI	Discovery Stayed	STAYED	Case Stayed	STAYPTY	Party Stayed	STLMT	Settlement	TERMED	Case Termed	U/ADV	Case Under advisement	UNCONCS	Unconsolidated Discovery	<p>Cause codes:</p> <p>Every complaint or other document initiating a civil action must be accompanied by a Civil Cover Sheet, Form JS-44 (Section VI). Section VI of the JS-44 allows for selection of the Cause of action civil codes. There are too many to list here but selection on one or more of the various Cause codes will narrow the report selection.</p> <p>For example, if Cause code 15:77 Securities Fraud is selected along with the other report selection criteria, only cases in the database with the Cause code of 15:77 Securities Fraud entered would be displayed for the report.</p> <p>Note: You can select more than one Cause code by pressing and holding the Ctrl key and click on the other Cause codes you want to select on.</p>
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Civil Cases Report	(continued)		
Filed <input type="text" value="10/8/2004"/> to <input type="text" value="10/18/2004"/>	Terminal digit(s) <input type="text" value="2, 4-7"/>	<input checked="" type="checkbox"/> Open cases <input type="checkbox"/> Closed cases	Sort by <input type="text" value="Case Number"/> <input type="text" value=""/> <input type="text" value=""/> Output <input type="text" value="Case Number"/> <input type="text" value="Terminal Digit"/> <input type="text" value="Formatted Display"/>
The beginning and ending dates have default dates entered. If the default days are the days you want to search on, leave them as entered.	Terminal digit(s) are the last digit of the case number. For example, case 04-12345 has a terminal digit of 5. The default is to search for all terminal digits.	The default is to search for "Open" cases.	The default sort is by "Case Number".
You can enter different dates for the beginning date as well as the ending date. Date Format: MM/DD/YYYY or MM/DD/YY	If you're interested only in odd numbered cases, you can enter 1,3,5,7,9. If you want a range of case terminal digits, you can enter 1-5 and only cases that end in 1,2,3,4,5 will be selected. You can also enter a range of terminal digits. For example, 1-5 will search for cases ending eit 1,2,3,4, or 5.	You can also click on the "Closed" cases to select open and closed cases. If you want only "Closed" cased, you need to click on the "Open" cases check box to de-select.	You can select the report to sort by the "Terminal Digit (last digit of the case number) or by "Office". You have three levels of sort. Each level has the same selections.

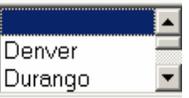
Output Format <input checked="" type="radio"/> Formatted Display <input type="radio"/> Data Only	Leave "Formatted Display" selected.	
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When all of the report selection criteria has been completed, click on the button.

Running a Criminal Cases Report

Criminal Cases Report Provides a report of various types of criminal cases. There are a number of selection criteria such as office, filed date range, defendant status, and case flags.

Click on the [Criminal Cases](#) link and the “Criminal Cases Report” dialog box is displayed.

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Office 	Case types 	Filed <input type="text" value="10/8/2004"/> to <input type="text" value="10/18/2004"/>	Case flags 	<input checked="" type="checkbox"/> Pending defendants <input type="checkbox"/> Terminated defendants <input type="checkbox"/> Fugitive defendants																																																												
The default is “Blank” to select all offices.	The default is “Blank” to select all case types.		The default is “Blank” to select all case flags.	The default check is to search for “Pending Defendants”.																																																												
Leave Blank or select Denver	You can scroll up/down the list to select specific case types .	Enter the beginning date to search for cases filed and the ending date. Date Format: MM/DD/YYYY or MM/DD/YY	You can scroll up/down the list to select specific Case flag(s) .	You can also click on the “Terminated Defendants” and/or the “Fugitive defendants” as well. De-select the ones you don’t want.																																																												
Even though you can scroll up/down the Office list, take the default or select only Denver. The reason there is a list is due to how older cases opened in the past.	Case Types are: Criminal cases Magistrate Judge cases Misc Y & Pen Registers Petty Offense Search Warrants		Case flags: There are a number of “case flags” used by the court to flag a case. For example, <table border="0" style="width: 100%; font-size: small;"> <tr><td>ADMAPP</td><td>Administrative Appeal</td></tr> <tr><td>ALLMTN</td><td>All Motions</td></tr> <tr><td>APPEAL</td><td>Appeal</td></tr> <tr><td>BKAPP</td><td>Bankruptcy Appeal</td></tr> <tr><td>CERTIO</td><td>Petition for Cert</td></tr> <tr><td>CLASAC</td><td>Class Action</td></tr> <tr><td>CLOSED</td><td>Case Closed</td></tr> <tr><td>CONMAG</td><td>Magistrate Trial</td></tr> <tr><td>CONSDI</td><td>Consolidated Discovery</td></tr> <tr><td>CONSOL</td><td>Consolidated Case</td></tr> <tr><td>DISPO</td><td>Dispositive Motions</td></tr> <tr><td>FEDAPP</td><td>Federal Circ Appeal</td></tr> <tr><td>INTERPRETER</td><td>Interpreter</td></tr> <tr><td>LEAD</td><td>Lead Case</td></tr> <tr><td>LEADDI</td><td>Lead Discovery</td></tr> <tr><td>MAGR</td><td>Mag Rec Pending</td></tr> <tr><td>MDL</td><td>Multidistrict Litigation</td></tr> <tr><td>MTNMAG</td><td>Magistrate Motion</td></tr> <tr><td>PANEL</td><td>Three Judge Panel</td></tr> <tr><td>REOPEN</td><td>Case Reopened</td></tr> <tr><td>SEALED</td><td>Case Sealed</td></tr> <tr><td>SM</td><td>Special Master</td></tr> <tr><td>SORMAG</td><td>Special Order of reference</td></tr> <tr><td>STAYDI</td><td>Discovery Stayed</td></tr> <tr><td>STAYED</td><td>Case Stayed</td></tr> <tr><td>STAYPTY</td><td>Party Stayed</td></tr> <tr><td>STLMT</td><td>Settlement</td></tr> <tr><td>TERMED</td><td>Case Termed</td></tr> <tr><td>U/ADV</td><td>Case Under advisement</td></tr> <tr><td>UNCONCS</td><td>Unconsolidated Discovery</td></tr> </table> <p>Note: You can select more than one case flag code by pressing and holding the Ctrl key and then click on the additional case flag(s) you want to select on.</p>	ADMAPP	Administrative Appeal	ALLMTN	All Motions	APPEAL	Appeal	BKAPP	Bankruptcy Appeal	CERTIO	Petition for Cert	CLASAC	Class Action	CLOSED	Case Closed	CONMAG	Magistrate Trial	CONSDI	Consolidated Discovery	CONSOL	Consolidated Case	DISPO	Dispositive Motions	FEDAPP	Federal Circ Appeal	INTERPRETER	Interpreter	LEAD	Lead Case	LEADDI	Lead Discovery	MAGR	Mag Rec Pending	MDL	Multidistrict Litigation	MTNMAG	Magistrate Motion	PANEL	Three Judge Panel	REOPEN	Case Reopened	SEALED	Case Sealed	SM	Special Master	SORMAG	Special Order of reference	STAYDI	Discovery Stayed	STAYED	Case Stayed	STAYPTY	Party Stayed	STLMT	Settlement	TERMED	Case Termed	U/ADV	Case Under advisement	UNCONCS	Unconsolidated Discovery	Defendant choices: “Pending defendants” are active defendants in a criminal case. “Terminated defendants” are defendants that were terminated in the case and are no longer an active defendant in the criminal case. For example, the charges against a defendant may have been dismissed so they become a terminated defendant in the case. “Fugitive defendants” are defendants named in a criminal case but have not been arrested or placed in custody.
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Criminal Cases Report	(continued)		
Terminal digit(s) <input type="text"/> 2	Sort by Case Number <input type="text"/> <input type="text"/> <input type="text"/> Output <input checked="" type="radio"/> Formatted Display <input type="radio"/> Terminal Digit <input type="radio"/> Office		
The terminal digit is the last digit in the Case number sequence. If you're interested only in odd numbered cases, you can enter 1,3,5,7,9 If you want a range of case terminal digits, you can enter 1-5 and only cases that end in 1,2,3,4,5 will be selected.	The default sort is by "Case Number". You can select the report to sort by the "Terminal Digit (last digit of the case number) or by "Office". You have three levels of sort. Each level has the same selections.		
Output Format <input checked="" type="radio"/> Formatted Display <input type="radio"/> Data Only	Leave "Formatted Display" selected.		

When all of the report selection criteria has been completed, click on the **Run Report** button.

Running a Calendar Events Report

Calendar Events Report Provides a court calendar listing of calendar items matching the selection criteria. The selection criteria include case number, judge, office, calendar event, date, and time.

Click on the [Calendar Events Report](#) link and the “Calendar Events Report” dialog box is displayed.



Calendar Events Report

Case number Office **Denver (1)** Calendar events **All Hearings**
 Durango (2)
 Grand Junction (3)
 Allocation Hearing
 Arbitration Hearing

Enter the case number to check for calendar items for a specific case. The default is “Denver” The default is “All Hearings”

Leave Denver as the selection

Case Number Formats : As of November 2004, the following hearings can be set by the court :

04cv123 04-123 04cr123	Even though you can scroll up/down the Office list, take the default of Denver.	<table border="1"> <tr> <td>Allocation Hearing</td> <td>Discovery Hearing</td> <td>Judgment Debtor Exam</td> <td>Psychiatric Report Hearing</td> </tr> <tr> <td>Arbitration Hearing</td> <td>Dispositional Hearing</td> <td>Jury Selection</td> <td>Pretrial Conference</td> </tr> <tr> <td>Argument on Bankruptcy Appeal</td> <td>Docket Call</td> <td>Jury Trial</td> <td>Rule 44(c) Hearing</td> </tr> <tr> <td>Arraignment</td> <td>Early Neutral Evaluation</td> <td>Magistrate Conference</td> <td>Remand Hearing</td> </tr> <tr> <td>Attorney Appointment Hearing</td> <td>Evidentiary Hearing</td> <td>Markman Hearing</td> <td>Removal Hearing</td> </tr> <tr> <td>Bond Forfeiture Hearing</td> <td>Extradition Hearing</td> <td>Material Witness Hearing</td> <td>Scheduling Conference</td> </tr> <tr> <td>Bond Hearing</td> <td>Forfeiture Hearing</td> <td>Motion Hearing</td> <td>Sentencing</td> </tr> <tr> <td>Bond Revocation Hearing</td> <td>Final Pretrial Conference</td> <td>Nebbia Hearing</td> <td>Severance Hearing</td> </tr> <tr> <td>Bench Trial</td> <td>Initial Appearance</td> <td>Omnibus Hearing</td> <td>Show Cause Hearing</td> </tr> <tr> <td>Competency Hearing</td> <td>Initial Appearance - Mat Wit</td> <td>Oral Argument</td> <td>Summary Jury Trial</td> </tr> <tr> <td>Confirmation Hearing</td> <td>Initial Appearance - Rule 40</td> <td>Hearing Out of Jury Presence</td> <td>Revocation Superv Rls-FinalHrg</td> </tr> <tr> <td>Contempt Hearing</td> <td>Initial Appearance/Revocation</td> <td>Plea Agreement Hearing</td> <td>Status Conference</td> </tr> <tr> <td>Change of Plea Hearing</td> <td>Initial Conference</td> <td>Preliminary Pretrial Conf.</td> <td>Settlement Conference</td> </tr> <tr> <td>Daubert Hearing</td> <td>Hearing In-Aid-Of Judgment</td> <td>Preliminary Revocation Hearing</td> <td>Telephone Conference</td> </tr> <tr> <td>Detention Hearing</td> <td>In Camera Hearing</td> <td>Preliminary Examination</td> <td>Trial Preparation Conference</td> </tr> <tr> <td>Detention Hearing - Mat Wit</td> <td>In Chambers Conference</td> <td>Revocation Probation-Final Hrg</td> <td>Voir Dire</td> </tr> <tr> <td>Default Hearing</td> <td>In Court Hearing</td> <td>Hearing re Pro Se Status</td> <td>Writ Hearing</td> </tr> <tr> <td>Discovery Conference</td> <td>James Hearing</td> <td>Plea and Sentence</td> <td></td> </tr> </table>				Allocation Hearing	Discovery Hearing	Judgment Debtor Exam	Psychiatric Report Hearing	Arbitration Hearing	Dispositional Hearing	Jury Selection	Pretrial Conference	Argument on Bankruptcy Appeal	Docket Call	Jury Trial	Rule 44(c) Hearing	Arraignment	Early Neutral Evaluation	Magistrate Conference	Remand Hearing	Attorney Appointment Hearing	Evidentiary Hearing	Markman Hearing	Removal Hearing	Bond Forfeiture Hearing	Extradition Hearing	Material Witness Hearing	Scheduling Conference	Bond Hearing	Forfeiture Hearing	Motion Hearing	Sentencing	Bond Revocation Hearing	Final Pretrial Conference	Nebbia Hearing	Severance Hearing	Bench Trial	Initial Appearance	Omnibus Hearing	Show Cause Hearing	Competency Hearing	Initial Appearance - Mat Wit	Oral Argument	Summary Jury Trial	Confirmation Hearing	Initial Appearance - Rule 40	Hearing Out of Jury Presence	Revocation Superv Rls-FinalHrg	Contempt Hearing	Initial Appearance/Revocation	Plea Agreement Hearing	Status Conference	Change of Plea Hearing	Initial Conference	Preliminary Pretrial Conf.	Settlement Conference	Daubert Hearing	Hearing In-Aid-Of Judgment	Preliminary Revocation Hearing	Telephone Conference	Detention Hearing	In Camera Hearing	Preliminary Examination	Trial Preparation Conference	Detention Hearing - Mat Wit	In Chambers Conference	Revocation Probation-Final Hrg	Voir Dire	Default Hearing	In Court Hearing	Hearing re Pro Se Status	Writ Hearing	Discovery Conference	James Hearing	Plea and Sentence	
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Calendar Events Report		(continued)		
Set <input type="text" value="10/18/2004"/> to <input type="text"/>	<input type="radio"/> Both <input type="radio"/> AM <input type="radio"/> PM Time <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM	Sort by <input type="text" value="Time"/> <div style="border: 1px solid black; padding: 2px;"> <input type="text" value="Time"/> Office, Time </div>		
The default is today's date as the beginning date. You must enter an end date.	The default is to check all times and all AM and PM hearings.	The default is to sort by "Time"		
Enter the beginning and ending dates for the hearings that have been set you are searching for.	Allows you to search for specific hearing times. You search for just AM or PM hearing times or click on the both radio button to include AM and PM times. You can also enter a specific time to search for..	You can click on the down arrow and select "Office, Time" as the sort criteria.		
Date Format: MM/DD/YYYY or MM/DD/YY				

When all of the report selection criteria has been completed, click on the button.