

# **CM/ECF Version 3.1**

## **A Guide to the New Features for Attorneys and Law Firm Staff**



United States District Court, Western District of Missouri  
January 2008  
CM/ECF Version 3.1

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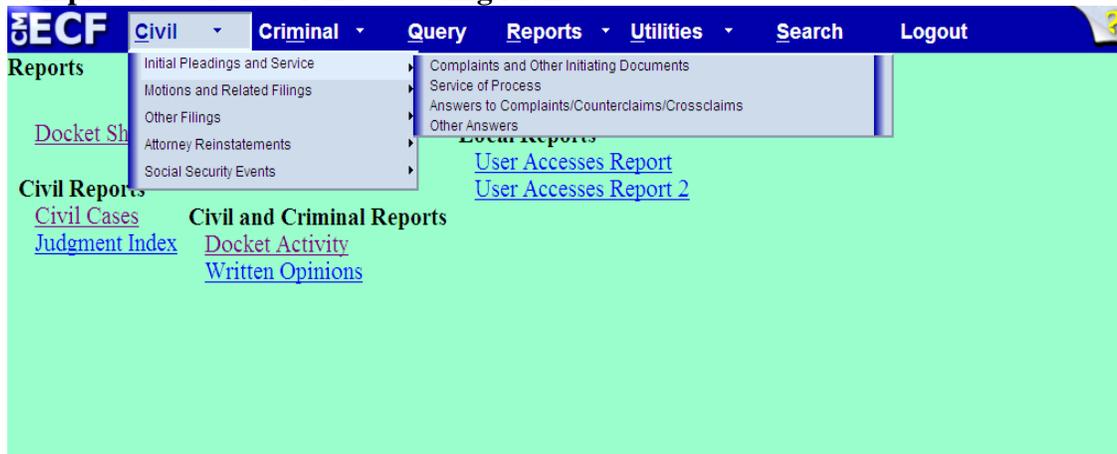
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# Version 3.1 Enhancements & Changes

## CASCADING MENUS

The new cascading menu system allows users to navigate from one CM/ECF menu item to another by hovering over the main blue bar and selecting specific items from the cascading menus. Users can still access items by clicking on the blue menu bar item.

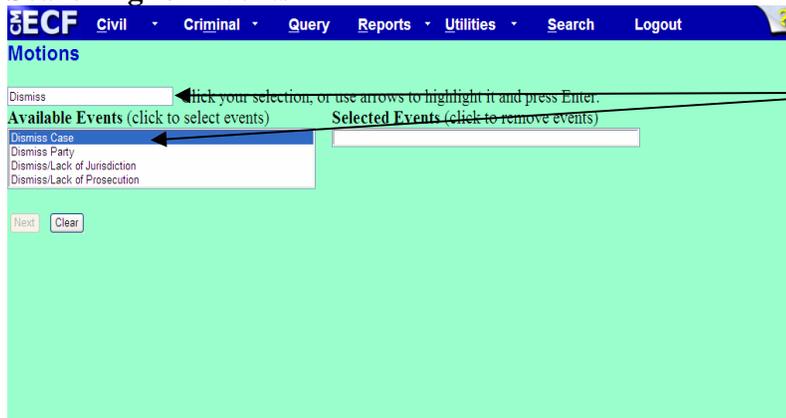
### Sample View of the Civil Cascading Menu



## DOCKET EVENT SEARCH

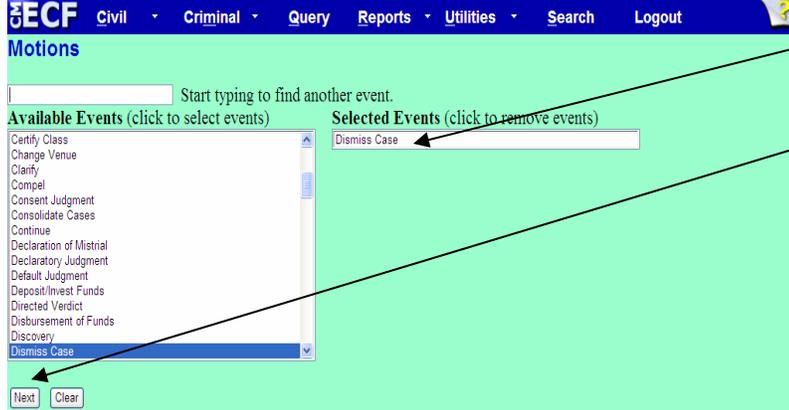
With the new docket event search functionality, users can enter one or more characters in the docket event search field during docketing to execute more precise searches.

### Searching for Events



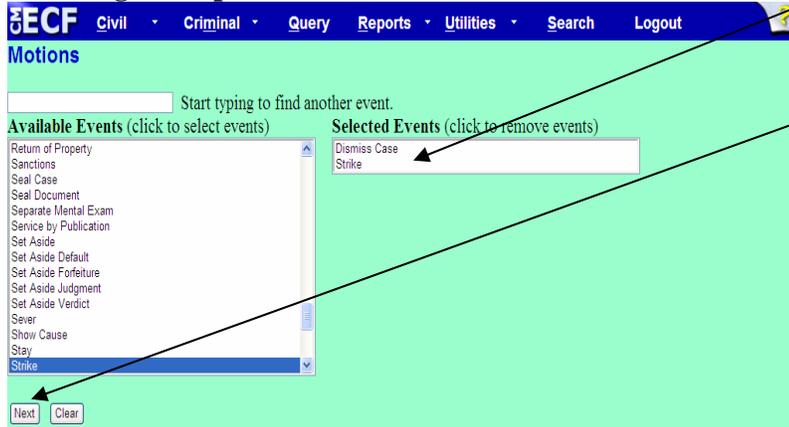
## DOCKET EVENT SEARCH (Cont.)

### Selecting Events



- Clicking on an event will add it to the **Selected Events** box.
- If you are filing a single part motion, verify the event in the **Selected Events** box and click the  button to continue docketing.
- To remove an event which was incorrectly selected, click on the event in the **Selected Events** box. The selection will be removed from the box.

### Selecting Multiple Events



- If you are filing a multi-part motion, continue to add events to the **Selected Events** box.
- Once you have finished making your selections, verify the events in the **Selected Events** box and click the  button to continue docketing.
- The order in which events are added to the **Selected Events** list is the order in which they will appear in the docket text.
- To remove an event which was incorrectly selected, click on the event in the **Selected Text** box. The selection will be removed from the box.

## UNIVERSAL EVENT AND MENU SEARCH

The new Event and Menu Search utility, labeled **Search**, allows users to search for a **menu item** or **event**.

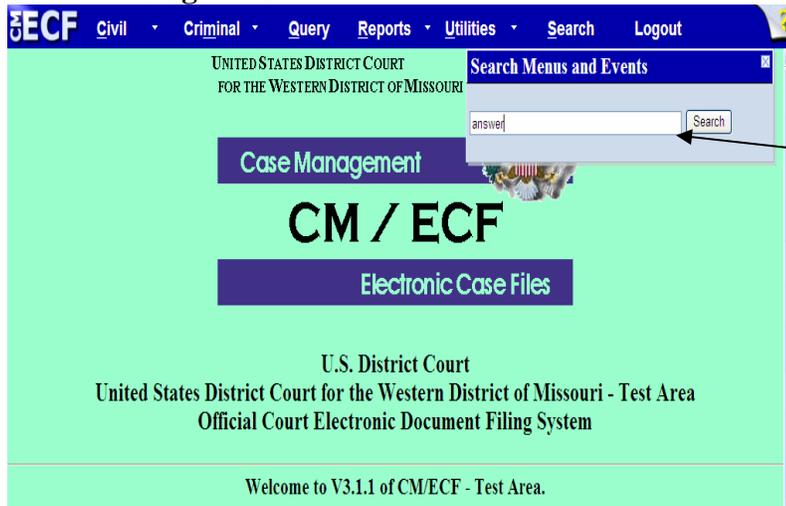
### Search



- Click on the  option on the blue menu bar.

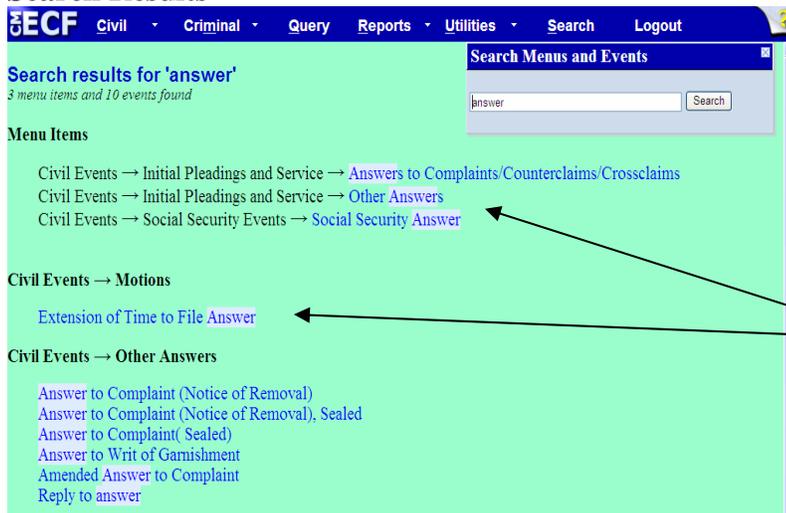
# UNIVERSAL EVENT AND MENU SEARCH (Cont.)

## Search Dialogue Box



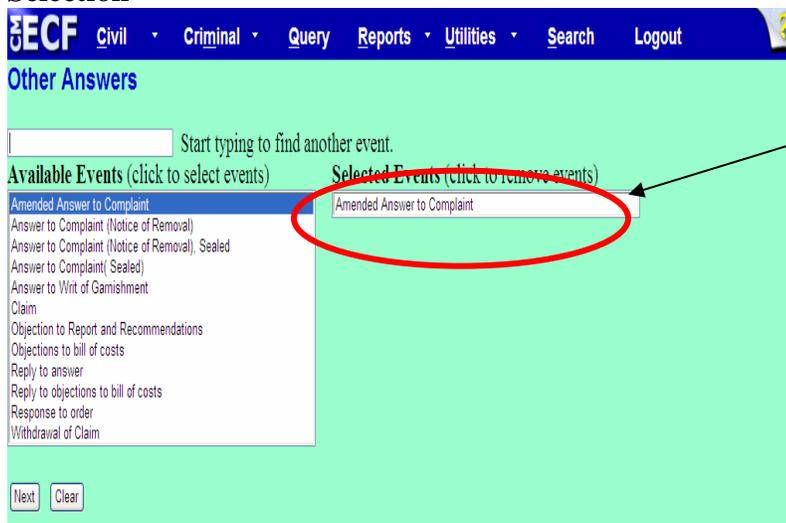
- After clicking on the **Search** option on the blue bar a search dialogue box is displayed.
- For example, if a user is not sure which menu the answer event is located under, they can type "answer" in the dialogue box and click **Search** button.
- The search feature will search for complete words as well as partial words. Searching for the letter combination "dis" will bring up any **events** or **menu items** with the "dis" combination, i.e., dismiss, disqualify, discovery, etc.

## Search Results



- The results of the search are displayed on the screen with the search string highlighted.
- Each item is a hyperlink to the corresponding menu item or event, which can be accessed from the search results screen.
- The user can select the specific **event** or **menu item** that matches the document being filed.

## Selection



- The **event** or **menu item** that is selected from the Search Results will automatically populate the **Selected Events** box.
- If no additional events are needed, the user can click the **Next** button to continue docketing.

## ENTERING CASE NUMBERS

The case number look-up field has been modified to reduce the number of screens presented to the user when entering and selecting case numbers.

### Finding the Case Number

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with 'ECF' and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this is the 'Docket Sheet' section. A 'Case number' input field contains '07'. To its right is a button labeled 'Find This Case', which is circled in red. Below the input field are radio buttons for 'Filed' and 'Entered', each followed by a date range 'to'. There are also 'Documents' input fields. The 'Include:' section has checkboxes for 'Parties and counsel', 'Terminated parties', 'List of member cases', and 'Links to Notices of Electronic Filing'. The 'Document options:' section has checkboxes for 'Include headers when displaying PDF documents' and 'View multiple documents'. The 'Format:' section has radio buttons for 'HTML (unpaginated)' and 'PDF (paginated)'. A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom, there are 'Run Report' and 'Clear' buttons.

- Once you begin to enter a **case number**, the **Find This Case** button is displayed.
- After entering the entire case number, click on the **Find This Case** button.
- If the case number is not valid, a message is displayed next to the entry box.

This screenshot shows a close-up of the 'Case Number' input field. The field contains '2-120'. To the right of the field, the text 'Cannot find case 2-120' is displayed. The entire input field and error message are circled in red.

- Correct the case number entry and click on the **Find This Case** button.

### Selecting the Case from the Case List

The screenshot shows the ECF Docket Sheet interface. The 'Case number' input field now contains '07-24' and has a 'Hide Case List' button to its right. Below the input field is a section titled 'Select a case:' with a list of four case entries, each with a checkbox:
 

- 4:07-cr-00024-HFS USA v. Smith et al
- 4:07-cr-00024-HFS-1 Jane Smith
- 4:07-cr-00024-HFS-2 John Smith
- 4:07-cv-00024-DW Smith v. Smith

 The first checkbox is circled in red. Below this list are the same 'Filed'/'Entered' radio buttons, 'Documents' fields, 'Include:' and 'Document options:' checkboxes, 'Format:' radio buttons, 'Sort by' dropdown, and 'Run Report'/'Clear' buttons as seen in the previous screenshot.

- If duplicate case numbers are found, they will be displayed in a list. You will need to check the checkbox for the case you want to query.
- To view the complete docket for a criminal case, you can select the main case number. If there are multiple defendants in the case, you can select only those defendants cases you wish to view.
- If you click on the  next to the criminal case number, the list of defendants will collapse so only the main case number is visible.
- Once you select a case, the **Run Report** button will be enabled so you can run the requested docket sheet.

## VIEWING MULTIPLE DOCUMENTS FROM THE DOCKET SHEET

Version 3.1 of CM/ECF provides the ability to select and view (or save) multiple documents at one time from a docket entry sheet.<sup>1</sup> The multiple document view saves the user time and effort when they know there are several documents they wish to view (or save).

- A user can select multiple documents from the docket sheet for viewing/printing.
- A user can view the documents or download (save) the selected documents into a zip file. When the .zip file is opened each PDF document will be a separate file.

### Selecting the View Multiple Documents Option

The screenshot shows the CM/ECF Docket Sheet interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this, the 'Docket Sheet' section contains a 'Case number' input field, radio buttons for 'Filed' and 'Entered', and 'Documents' input fields. Under 'Include:', there are checkboxes for 'Parties and counsel', 'Terminated parties', 'List of member cases', and 'Links to Notices of Electronic Filing'. Under 'Document options:', there are checkboxes for 'Include headers when displaying PDF documents' and 'View multiple documents'. Under 'Format:', there are radio buttons for 'HTML (unpaginated)' and 'PDF (paginated)'. At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first' and 'Run Report' and 'Clear' buttons.

- Click on the  View multiple documents check box.
- Notice the Run Report button is grayed out. The button will not be active until a **valid** case number is entered.
- Review and/or select other options for the docket sheet.

### Docket Sheet/Report Screen

The screenshot shows the CM/ECF Docket Sheet/Report Screen interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below this, the 'Docket Sheet' section contains a 'Case number' input field with '4:07-cv-7' entered and a 'Show Case List' button. Below this, there are radio buttons for 'Filed' and 'Entered', and 'Documents' input fields. Under 'Include:', there are checkboxes for 'Parties and counsel', 'Terminated parties', 'List of member cases', and 'Links to Notices of Electronic Filing'. Under 'Document options:', there are checkboxes for 'Include headers when displaying PDF documents' and 'View multiple documents'. Under 'Format:', there are radio buttons for 'HTML (unpaginated)' and 'PDF (paginated)'. At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first' and 'Run Report' and 'Clear' buttons. A red oval highlights the 'View multiple documents' checkbox.

- When you click on the  View multiple documents check box, other choices may disappear or are grayed out depending on which browser is being used.
- The **format** options for HTML or PDF disappear

Following the instructions on how to enter a case number, select the case number for the documents you wish to view and click .

<sup>1</sup> There is a 10MB limit to the size of the file that is created when viewing multiple documents. If the size of the combined PDF exceeds this limit, the file is not created; the user can still view the documents individually.

# VIEWING MULTIPLE DOCUMENTS FROM THE DOCKET SHEET (Cont.)

## Selecting Multiple Documents

Date Filed	#	clear	Docket Text
10/16/2007	<a href="#">1</a>	<input type="checkbox"/>	COMPLAINT against Joseph Smith filed by Bob Smith on Behalf of John Smith. Service due by 2/16/2008. (Filing fee \$350 receipt number 123456) (Smith, Bob) (Entered: 10/26/2007)
10/22/2007	<a href="#">2</a>	<input type="checkbox"/>	MOTION for temporary restraining order filed by Bob Smith on behalf of John Smith. Suggestions in opposition/response due by 11/10/2007 unless otherwise directed by the court. (Smith, Bob) (Entered: 10/26/2007)
10/22/2007	<a href="#">3</a>	<input type="checkbox"/>	ANSWER to <a href="#">1</a> Complaint filed by Michael A. Jones on behalf of Defendant Joseph Smith. (Jones, Michael A) (Entered: 10/26/2007)
10/22/2007	<a href="#">4</a>	<input type="checkbox"/>	SUGGESTIONS in opposition re <a href="#">2</a> MOTION for temporary restraining order filed by Michael A. Jones on behalf of Defendant Joseph Smith. Reply suggestions due by 11/5/2007 unless otherwise directed by the court. (Related document(s) <a href="#">2</a> ) (Jones, Michael A) (Entered: 10/26/2007)
10/29/2007	<a href="#">5</a>	<input type="checkbox"/>	MOTION for summary judgment filed by Bob Smith on behalf of John Smith. Suggestions in opposition/response due by 12/1/2007 unless otherwise directed by the court. (Attachments: # <a href="#">1</a> Exhibit 1, # <a href="#">2</a> Exhibit 2, # <a href="#">3</a> Exhibit 3, # <a href="#">4</a> Exhibit 4)(Smith, Bob) (Entered: 10/29/2007)

View Selected

OR

Download Selected

- The docket sheet will display with check boxes where there are documents to be selected. Check the box for each document you want to view.
- To clear your selections, click the [clear](#) link at the top of the column.
- At the bottom of the docket sheet are two options:
- The **View Selected** button will display the selected documents in one display window. **Note: If you save the PDF documents they will be saved as one PDF document.**
- The **Download Selected** button will download the PDF documents into a **zip** file. Once the user selects a destination directory and filename, the ZIP file is saved in the specified location. **The ZIP file is stored in a format that results in separate files upon decompression.**

## PACER Billing Screen

To accept charges shown below, click on 'View Document', otherwise click the 'Back' button on your browser.

Total Pages: 2  
Total Cost: 0.16

View Document

Pacer Service Center	
Transaction Receipt	
Mon Oct 29 16:23:38 CDT 2007	
Pacer Login:	us6361 Client Code:
Description:	Image1-0 Case Number: 4:07-cv-00024-DW
Billable Pages:	1 Cost: 0.08

Pacer Service Center	
Transaction Receipt	
Mon Oct 29 16:23:38 CDT 2007	
Pacer Login:	us6361 Client Code:
Description:	Image3-0 Case Number: 4:07-cv-00024-DW
Billable Pages:	1 Cost: 0.08

View Document

- After either the **View Selected** or **Download Selected** button is clicked, a PACER billing screen is displayed with multiple receipts (one per document) and a confirm button.
- The documents will be displayed after the **View Document** button is clicked.

## VIEWING MULTIPLE DOCUMENTS FOR ONE DOCKET ENTRY

Version 3.1 of CM/ECF provides the ability to view (or save) multiple attachments for a single docket entry at the same time.<sup>2</sup> The multiple attachment view saves the user time when they know there are several attachments related to a single document.

After entering a valid case number on the Docket Sheet screen, the **Run Report** button becomes active and allows you to run the docket report. The docket entries are displayed with hyperlinks to the documents. Clicking on any document that has attachments brings up a display listing the main document and each attachment.

The  **View multiple documents** checkbox does not have to be checked on the Docket Sheet screen to use this feature.

### Document Selection Screen

Part	Description	Page Count
1	Main Document	1 page
2	Exhibit 1	1 page
3	Exhibit 2	1 page
4	Exhibit 3	1 page
5	Exhibit 4	1 page

or  5 pages

- The **View Selected** button will display the selected documents in one display window. **Note: If you save the PDF documents they will be saved as one PDF document.**
- The **Download Selected** button will download the PDF documents into a **zip** file. Once the user selects a destination directory and filename, the ZIP file is saved in the specified location. **The ZIP file is stored in a format that results in separate files upon decompression.**

### PACER Billing Screen

Total Pages: 5  
Total Cost: 0.40

Pacer Service Center	
Transaction Receipt	
Mon Oct 29 16:30:57 CDT 2007	
Pacer Login:	us5361
Client Code:	
Description:	Images-0
Case Number:	4:07-cv-00024-DW
Billable Pages:	1
Cost:	0.08

Pacer Service Center	
Transaction Receipt	
Mon Oct 29 16:30:57 CDT 2007	
Pacer Login:	us5361
Client Code:	
Description:	Images-1
Case Number:	4:07-cv-00024-DW
Billable Pages:	1
Cost:	0.08

Pacer Service Center	
Transaction Receipt	
Mon Oct 29 16:30:57 CDT 2007	
Pacer Login:	us5361
Client Code:	
Description:	Images-2
Case Number:	4:07-cv-00024-DW
Billable Pages:	1
Cost:	0.08

- After either the **View All** or **Download All** button is clicked, a single PACER billing receipt is displayed with multiple receipts (one per document) and a confirm button.
- The documents will be displayed after the **View Document** button is clicked.

<sup>2</sup> There is a 10MB limit to the size of file that is created when combining the main document and all of the attachments into one single file. If the size of the combined PDF exceeds this limit, the file is not created; the user can still view the documents individually

# DOCKET SHEET FORMAT

Version 3.1 of CM/ECF provides the ability to select a format for the docket sheet. The **HTML** (unpaginated) format is the default selection and is the format CM/ECF has historically presented to the user. The **PDF** (paginated) format converts the docket sheet to a PDF document and is also paginated.

## Docket Sheet/Report Screen

- On the docket sheet selection screen, there are two radio buttons that can be selected to request the format of the docket sheet that will be displayed.
- The radio buttons are shown as **Format:**
  - HTML (unpaginated)
  - PDF (paginated)
 The selection defaults to HTML (unpaginated), which is the format CM/ECF has historically presented to the user.
- If the PDF (paginated) format is selected, the docket sheet will be converted to PDF format.

## Bottom of PDF Docket Sheet (Paginated)

Date Filed	#	Docket Text
02/02/2007	1	NOTICE OF REMOVAL by QuikTrip Corporation from Circuit Court of Jackson County, Missouri, case number 0516-088198. ( Filing fee \$ 350) filed by Robin L Jones on behalf of QuikTrip Corporation.(Jones, Robin) (Entered: 02/02/2007)
02/02/2007	2	NOTICE OF REMOVAL by QuikTrip Corporation from CC of Jackson County, Missouri, case number 0516-78390. ( Filing fee \$ 350 receipt number 183711) filed by Russell Herman (gATY) on behalf of QuikTrip Corporation.(Herman (gATY), Russell) (Entered: 02/02/2007)
02/16/2007	3	MOTION to dismiss party (Suggestions in opposition/response due by 3/3/2007 unless otherwise directed by the court.), MOTION for partial summary judgment filed by Russell Herman (gATY) on behalf of QuikTrip Corporation. Suggestions in opposition response due by 3/21/2007 unless otherwise directed by the court (Terry, Bill) (Entered: 02/16/2007)
10/19/2007	4	MOTION to join filed by Russell Herman (gATY) on behalf of QuikTrip Corporation. Suggestions in opposition/response due by 11/3/2007 unless otherwise directed by the court. (Herman (gATY), Russell) (Entered: 10/19/2007)

Case: 4:07-cv-7 As of: 11/13/2007 01:56 PM CST 1 of 2

## Bottom of HTML Docket Sheet (Unpaginated)

Date Filed	#	Docket Text
02/02/2007	1	NOTICE OF REMOVAL by QuikTrip Corporation from Circuit Court of Jackson County, Missouri, case number 0516-088198. ( Filing fee \$ 350) filed by Robin L Jones on behalf of QuikTrip Corporation.(Jones, Robin) (Entered: 02/02/2007)
02/02/2007	2	NOTICE OF REMOVAL by QuikTrip Corporation from CC of Jackson County, Missouri, case number 0516-78390. ( Filing fee \$ 350 receipt number 183711) filed by Russell Herman (gATY) on behalf of QuikTrip Corporation.(Herman (gATY), Russell) (Entered: 02/02/2007)
02/16/2007	3	MOTION to dismiss party (Suggestions in opposition/response due by 3/3/2007 unless otherwise directed by the court.), MOTION for partial summary judgment filed by Russell Herman (gATY) on behalf of QuikTrip Corporation. Suggestions in opposition/response due by 3/21/2007 unless otherwise directed by the court (Terry, Bill) (Entered: 02/16/2007)
10/19/2007	4	MOTION to join filed by Russell Herman (gATY) on behalf of QuikTrip Corporation. Suggestions in opposition/response due by 11/3/2007 unless otherwise directed by the court. (Herman (gATY), Russell) (Entered: 10/19/2007)
10/19/2007	5	ORDER granting 4 motion to join Signed by Chief District Judge Fernando J. Gaitan on October 19, 2007.(Jones, Robin) (Entered: 10/19/2007)
11/13/2007	6	Minute Entry. Proceedings held before Chief District Judge Fernando J. Gaitan: ORAL ARGUMENT held on 11/5/2007. (Court Reporter Star Buck.) (Jones, Robin) (Entered: 11/13/2007)
11/13/2007	7	ORDER ( Telephone Conference set for 11/25/2007 09:00 AM before Sarah Hays.), ( Final Pretrial Conference set for 1/14/2008 11:45 AM in Courtroom 6E, Kansas City (SWH) before Sarah Hays.) Signed by Magistrate Judge Sarah W. Hays on November 13, 2007. (Jones, Robin) (Entered: 11/13/2007)

## PAYMENT OF FILING FEES VIA THE INTERNET

Users can now choose whether they want to pay via credit card or using a checking or savings account. The Automated Clearing House (ACH) functionality, also known as DirectDebit, will allow users to pay fees with an electronic funds transfer directly from the attorney's (or firm's) checking or savings account.

### Pay.gov Payment Screen

**System Message**

- The system has populated the Payment Date with the next available payment date.

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 / 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card](#) (ex: VISA, Mastercard, American Express, Diners Club, Discover).

**Option 1: Pay Via Bank Account (ACH)** [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$50.00

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number      Account Number      Check Number

⑆ 0 26946783 ⑆      9243767390 ⑆      1234

Payment Date: 10/31/2007

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

**Option 2: Pay Via Plastic Card (PC)** (ex: VISA, Mastercard, American Express, Diners Club, Discover)

Required fields are indicated with a red asterisk \*

- Option 1 allows users to pay fees using their checking or saving account.
- Option 2 allows users to pay fees using VISA, Mastercard, American Express, Diners Club or Discover.

## ORDERS, JUDGMENTS AND WRITTEN OPINIONS IN SOCIAL SECURITY APPEAL CASES

For purposes of complying with the E-Government Act, beginning on December 1, 2007, PACER users will be allowed remote access to judgments, opinions and orders that have been marked as written opinions. Reports and Recommendations that have been adopted by orders marked as written opinions will also be available to PACER users.

## NOTICE OF ELECTRONIC FILING

Beginning with Version 3.1 of CM/ECF, only case participants and their secondary e-mail addresses will receive one free look at documents accessed via the Notice of Electronic Filing. Attorneys who, through the Maintain Your Account screen, add additional cases for notification will continue to receive the Notice of Electronic Filing, but will incur PACER fees to view documents.

## DISPLAYING DOCUMENT PATHS

The full path and filename for any uploaded documents will be displayed on the Final Docket Text screen during docketing.

### Final Docket Text Screen

ECF Civil Criminal Query Reports Utilities Search Logout

Motions  
4:07-cv-00024-DW Smith v. Smith

Docket Text: Final Text  
MOTION to dismiss case filed by Michael A. Jones on behalf of Joseph Smith.  
Suggestions in opposition/response due by 11/14/2007 unless otherwise directed by the court. (Attachments: # (1) Exhibit)(Jones, Michael A)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):  
I:\ECF Docs\Robin\Test Document.pdf pages: 1  
I:\ECF Docs\Robin\Test Document A.pdf pages: 1

Next Clear

- Please confirm that the correct documents have been selected for filing.
- If the incorrect documents were selected, do not proceed with the filing.
- You can abort the filing by clicking on a menu item on the blue menu bar. Users should avoid using the [Back] button as page information is NOT cached and the user may encounter problems.

## REQUIRING A DESCRIPTION WHEN FILING ATTACHMENTS

When an attachment is added to a document via docketing, the user must either select an attachment category and/or enter a description before continuing.

### Attachment Screen

ECF Civil Criminal Query Reports Utilities Search Logout

Motions  
4:07-cv-00024-DW Smith v. Smith

Select one or more attachments.  
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).  
Filename  
I:\ECF Docs\Robin\Test Document A.pdf Browse...

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.  
Category Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List  
Remove from List  
Next

Windows Internet Explorer  
Category and description cannot both be blank. Please select a category and/or type a description.  
OK

- After selecting a pdf attachment, the user must select a category from the drop down box and/or enter a description of the attachment in the text box.
- If no description of the attachment is entered, the user will receive an error message.

# CIVIL AND CRIMINAL REPORTS

## Civil Cases Report

**ECF** Query Reports Utilities Logout

### Civil Cases Report

**Warning: This report is not subject to the 30 page billing cap.**  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Jefferson City, Joplin  
Case type: Civil, EAP-case assignment only  
Nature of suit: 0 (zero), 110 (Insurance)  
Cause: 0 (No cause code entered), 00,0000 (00,0000 Cause Code...)  
**Jurisdiction: Diversity, Federal Question**  
Case flags: APPEAL, BOOST  
Terminal digit(s): 2, 4-7  
 Open cases  
 Closed cases

Filed: 11/6/2007 to 11/13/2007  
Sort by: Case Number  
Output Format:  Formatted Display,  Data Only  
Run Report Clear

- Users can now run the Civil Cases Report based on jurisdiction code.
- A drop down list includes all valid jurisdiction types.

## Criminal Cases Report

**ECF** Query Reports Utilities Logout

### Criminal Cases Report

**Warning: This report is not subject to the 30 page billing cap.**  
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: Jefferson City, Joplin  
Case types: Courtran, Criminal  
Case flags: APPEAL, BOOST  
**Citation**  
Count Status:  Pending,  Disposed  
Filed: 11/6/2007 to 11/13/2007  
Terminal digit(s): 2, 4-7  
 Pending defendants  
 Terminated defendants  
 Fugitive defendants  
 Non-Fugitive defendants

Sort by: Case Number  
Output Format:  Formatted Display,  Data Only  
Run Report Clear

- Users can now run the Criminal Cases Report based on citation code.
- A drop down list includes all searchable criminal citations.