



**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA**

Instructions for Media on How to a Run Civil Cases Report in CM/ECF

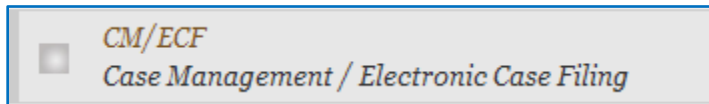
Members of the media can locate new civil cases e-filed by attorneys in the Court's Case Management / Electronic Case Filing (CM/ECF) system by running a Civil Cases Report through the Public Access to Court Electronic Records (PACER) service. The report generates a list of all civil cases that have been e-filed in CM/ECF for a given period of time. It can be customized to capture specific case data using select parameters.

Both a CM/ECF Media Access and PACER account are required to access this report. If you do not have a CM/ECF media access account, then visit the Court's website at <http://www.cacd.uscourts.gov> and navigate to the "Receiving E-Mail Notifications of Electronic Filings in Specific Cases" page (click on the Newsworthy tab and then the Media link) to learn more about how to apply for a CM/ECF Media Access account. You may also email CACMediaAccess@cacd.uscourts.gov or call (213) 894-0088 for more information. If you do not have a PACER account, then visit the PACER website at www.pacer.gov or call the PACER Service Center at (800) 676-6856 for more information about how to create a PACER account.

If you have both a CM/ECF Media Access and PACER account login and password, then you can refer to the instructions below to learn how to run a Civil Cases Report.

RUNNING A CIVIL CASES REPORT

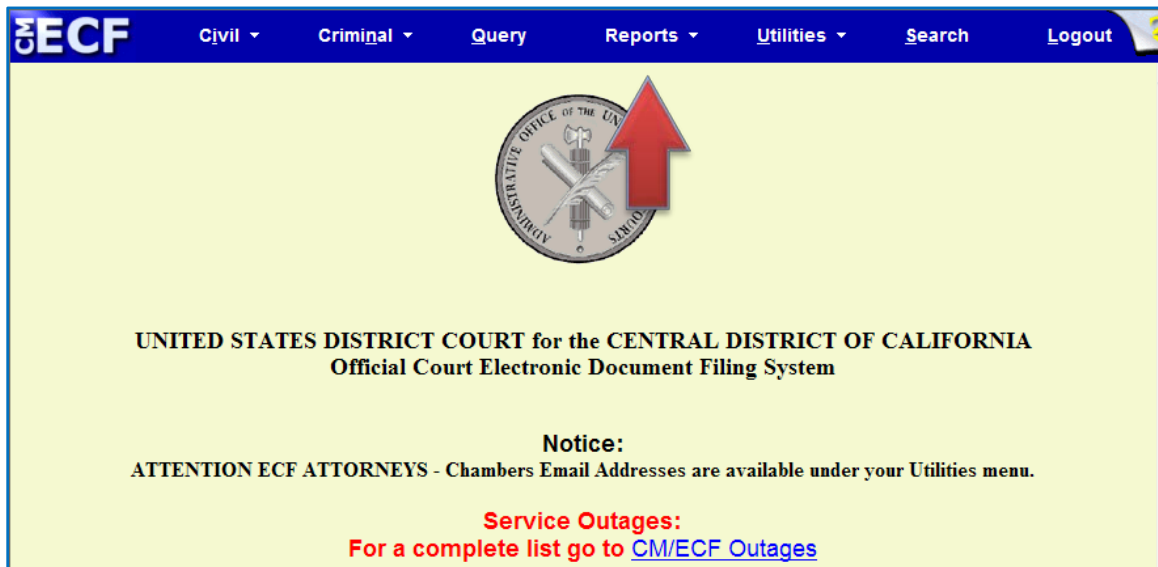
- 1) Go to <http://www.cacd.uscourts.gov/> and click on **CM/ECF Case Management / Electronic Case Filings**.



- 2) Log in to CM/ECF using your CM/ECF login and password.

A login form titled "Authentication" in a grey header. Below the title are two input fields: "Login:" and "Password:". At the bottom of the form are two buttons: "Login" and "Reset".

- 3) Click on **Reports**.



- 4) Click on **Civil Cases**.



- 5) Log in to PACER using your PACER account information.

The screenshot shows the PACER Authentication login form. It has fields for 'Login:', 'Password:', and 'Client code:'. Below the fields are 'Login' and 'Reset' buttons.

- 6) The Civil Cases Report screen will appear.

The screenshot shows the ECF Civil Cases Report screen. It has a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Civil Cases Report' and contains various filters and options. The filters include 'Office' (Eastern Division - Riverside, Southern Division - Santa Ana), 'Cause' (0 (No cause code entered), 02:0431 (02:0431 Fed. Electio...)), 'Jurisdiction' (Diversity, Federal Question), 'Case type' (Civil), 'Nature of suit' (0 (zero), 110 (Insurance)), 'Case flags' (AGRx, AJWx), 'Terminal digit(s)' (2, 4-7), 'JPML number', 'Filed' (to), 'Sort by' (Case Number), 'Output Format' (Formatted Display, Data Only), and 'Run Report' (Clear) buttons. There are also checkboxes for 'Open cases' and 'Closed cases'.

Select the desired parameters and enter a date range¹ to run a report. For example, to run a report for all new civil cases filed in CM/ECF² on Wednesday, September 11, 2013, select the Civil option in the **Case type** field, enter the date 9/11/2013 in the **Filed** and **to** fields, and leave the remaining fields blank.

Click on **Run Report**.

¹ If a date range is not included, then a report cannot be generated.

² For information about running a report for all new civil cases filed by attorneys in CM/ECF, see the [RUNNING A CIVIL CASES REPORT FOR NEW CASES FILED BY ATTORNEYS](#) section below.

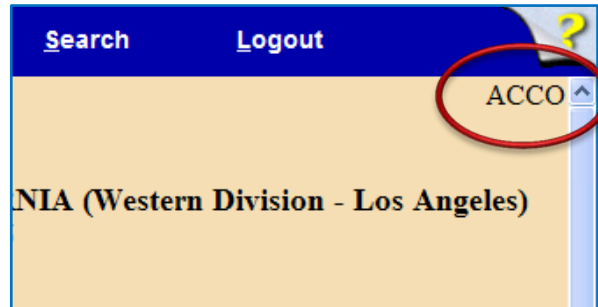
7) A report displaying the results for the parameters and dates selected will appear.

<div> <div>ECF</div> <div> Civil ▾ Criminal ▾ Query Reports ▾ Utilities ▾ Search Logout </div> </div>			
<div> <div>Civil Cases Report</div> <div> -- UNITED STATES DISTRICT COURT for the CENTRAL DISTRICT OF CALIFORNIA Filed Report Period: 9/11/2013 - 9/11/2013 </div> </div>			
Case Number/ Title	Case Dates	Days Pending	Notes
2:13-cv-00401-JAK-AGR Fiona Jane Harding v. E-Klah Inc et al	Case filed: 09/11/2013	16	Cause: 17:0101 Copyright Infringement NOS: 820 Copyright Office: Western Division - Los Angeles Jurisdiction: Federal Question Presider: John A. Kronstadt Referral: Alicia G. Rosenberg Jury demand: Plaintiff Case flags: ACCO, (AGRx),DISCOVERY,MANADR
2:13-cv-00411 The Board of Trustees of the Title Industry Health and Welfare Fund v. Marbella Flooring, Inc.,	Case filed: 09/11/2013	16	Cause: 29:1132 E.R.I.S.A.-Employee Benefits NOS: 791 Labor: E.R.I.S.A. Office: Western Division - Los Angeles Jurisdiction: Federal Question Presider: Unassigned Jury demand: None Case flags: ACCO

Each result will provide a case number and title, date the case was opened, number of days the case has been pending, and other useful case information like what type of case was filed.

RUNNING A CIVIL CASES REPORT FOR NEW CASES FILED BY ATTORNEYS

Attorneys are permitted to e-file new civil actions in CM/ECF in designated cases. When a case is properly e-filed by an attorney, a case flag named “ACCO” is generated and will appear in the upper right-hand corner of the case docket sheet.



The Civil Cases Report can be configured to run a report to capture all cases marked with this flag. To do this, in addition to selecting the same parameters as provided in [instruction 6](#)) above, select the ACCO option in the **Case flags** field.

A screenshot of the 'Civil Cases Report' configuration page in the CM/ECF system. The page has a blue header with 'ECF' and navigation tabs: 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Civil Cases Report' in red. It contains several configuration fields: 'Office' (dropdown with 'Eastern Division - Riverside' and 'Southern Division - Santa Ana'), 'Cause' (dropdown with '0 (No cause code entered)' and '02:0431 (02:0431 Fed. Electio...)'), 'Jurisdiction' (dropdown with 'Diversity' and 'Federal Question'), 'Case type' (dropdown with 'Civil' and 'Civil Miscellaneous'), 'Nature of suit' (dropdown with '0 (zero)' and '110 (Insurance)'), 'Case flags' (dropdown with '2255', 'ACCO', and 'ALL'), 'Terminal digit(s)' (text field with '2, 4-7'), 'JPML number' (text field), 'Filed' (date field with '9/11/2013'), 'to' (date field with '9/11/2013'), 'Sort by' (dropdown with 'Case Number'), 'Output Format' (radio buttons for 'Formatted Display' and 'Data Only'), and 'Run Report' (button). There are also checkboxes for 'Open cases' and 'Closed cases', and a 'Clear' button. A link 'Make these options my default.' is at the bottom.

The report will provide a list of all the new civil cases that were properly e-filed by attorneys.

However, the accuracy of this report relies on whether an attorney e-files a new civil case correctly. Thus, if a new civil case is improperly e-filed by an attorney, then the “ACCO” case flag will not be set and will not appear on the docket sheet. In this situation, the Civil Cases Report will be unable to retrieve this “incorrectly” e-filed case because the “ACCO” case flag was not set. To find this “incorrectly” e-filed case, run the Civil Cases Report as provided in [instruction 6](#)) above.