



United States District Court Northern District of Ohio

TIPS FOR MEDIA ACCOUNT USERS

- Accessing a Virtual Press Box
- Obtaining Written Opinions for Free
- Obtaining Case Lists
- Obtaining E-Mail Notification of Filings

**United States District Court
Northern District of Ohio**

**Virtual Press Box
using the
Docket Activity Report**

The Docket Activity Report can be used to provide you with a virtual Press Box of documents filed with the Court for any day, or during any date range, with convenient links to the documents themselves. You can even narrow your search to documents filed in a specific case or category of cases, such as Patent cases. Here's how to do it. (**Note that applicable PACER fees apply.**)

Suppose you want to obtain a list of the documents filed from May 23rd to May 24th of 2005:

1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
2. Click on **Reports**
3. If you have logged in using your CM/ECF account, you may be asked for your PACER information here. Enter it.
4. Click on **Docket Activity**
5. The Docket Activity Report screen will provide you with a variety of selection criteria (Case number, Office, Case Type, Event Category, Case Flags, etc.). A screen shot attached. Keep the default values for most of the items as they are. Change only the items necessary to narrow the focus to the cases you want. In this example, only the date range needs to be altered.
 - a. To obtain the cases filed on May 23-24, 2005 change the dates to read:
"Entered between 5/23/2005 and 5/24/2005"
 - b. Click **Run Report**.
6. The system will provide you with a list of the documents entered into the system on those dates.

Notes: You can focus your search on a single case (just enter the case number) or a particular case category (select the appropriate Case Category flag). You can select more than one Case Category by holding down the control (ctrl) key when you click on your selections. The Case Category flag codes are:

| | | | |
|--------------|-----------------|--------------|----------------------------------|
| CAT01 | Admiralty | CAT08 | Personal Injury |
| CAT02 | Antitrust | CAT09 | Administrative (Social Security) |
| CAT03 | Civil Rights | CAT10 | Tax |
| CAT04 | Contract | CAT11 | Copyright / Trademark |
| CAT05 | Habeas Corpus | CAT12 | General Civil |
| CAT06 | Labor Relations | CAT13 | Death Penalty |
| CAT07 | Patent | | |

The time it takes to run the report is dependent upon your selection criteria and the number of users on the system. Experiment with whichever search criteria meet your needs.



Docket Activity Report PUBLIC ACCESS

Case number

Only cases to which I am linked

Office

Case type

Event category

Case flags

Entered between and

Summary text
 Full docket text

Sort by

**United States District Court
Northern District of Ohio**

Setting Up E-Mail Notification

Users can receive e-mail notification of all electronic filings in cases they are interested in by setting the automatic e-mail notification in their user accounts.

- ! Access the "Live" system. (Please note that the "Live" electronic filing system and the "Training Area" are different systems. Setting your e-mail notification in one system does not set it in the other.)
- ! Click on "*Utilities*"
- ! Click on "*Maintain Your Account*"
- ! Click on "*Email Information*"
- ! Enter your correct email address in the "*Primary e-mail address*" box. You may include more than one e-mail address (i.e. work, home).
- ! Under "*Send the notices specified below*", there will be a next to "*to my primary e-mail address.*" Click on the box "*to these additional addresses*" to identify any additional email addresses of others you would like to receive electronic notice (i.e. an associate, para-legal, secretary).
- ! You will find a next to "*Send notices in cases in which I am involved*". Click on the box "*Send notices in these additional cases*" to receive notification of activity for other cases. In the box to the right, enter the case numbers each on a separate line. Please use the format YY-#### (ex. 97-1234). You do not have to be a party in the cases entered.
- ! Select the type of notice you would like to receive. Notice "*Send a notice for each filing*" is automatically selected. This selection sends notices to you immediately upon filing. Click on "*Send a Daily Summary Report*" to have a summary of the notices sent to you at the end of the day (usually at midnight). If you seek electronic notice in only a handful of cases, this selection is the preferred method.
- ! Under Format notices, select the format of the notice most appropriate to your e-mail system. Select "*html format for Netscape or ISP e-mail service*" or "*text format for cc:Mail, GroupWise, other e-mail service.*" Some experimentation may be required.
- ! Click on "*Return to Account Screen.*" From the Account Screen, select "*Submit.*" You will receive a confirmation screen listing the cases and e-mail options you have selected.

**United States District Court
Northern District of Ohio**

Cases by Case Category

Did you know that you can obtain a list of civil cases filed in this Court by case category? It's easy. Here's how you do it.

Suppose you wanted to obtain a list of all pending **Insurance** cases.

1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
2. Click on **Reports**
3. If you have logged in using your CM/ECF account, you may be asked for your PACER information here. Enter it.
4. Click on **Civil Cases** under Civil Reports
5. The Civil Cases Report screen will provide you with a variety of selection criteria (Office, Case Type, Nature of Suit, Case Flags, Cause, etc.). A screen shot is on the next page. Keep the default values for most of the items as they are. Change the following to meet your needs:
 - a. Select the desired **Nature of Suit**. In this example, scroll down the Nature of Suit list and highlight **110 (Insurance)**.
 - b. Make sure the **Open Cases** check box is checked.
 - c. Select an appropriate filing data range. For this example I will enter a **Filed** date of "1/1/2000" and a **to** date of "5/19/05".
 - d. Click **Run Report**.
6. The system will provide you with a list of the pending Insurance cases.

Notes:

The Nature of Suit codes are taken from the Civil Cover Sheet. You can select more than one Nature of Suit by holding down the control (ctrl) key when you click on your selections.

The **Filed / to** dates can be set for any range. The system has most cases going back to the early 1990s.

The system permits you to select **Open Cases** and/or **Closed Cases** by checking the appropriate check box.

The amount of time it takes to run the report is dependent upon a number of factors including your selection criteria and the number of users using the system.

Give it a try.



Query

Reports

Utilities

Logout



Civil Cases Report

| | | | | | | | | | |
|---------------|---|------------------|--|-----------------------|---|-------------------|--|--------------|--|
| Office | <input type="text" value="Cleveland"/> <input type="text" value="Toledo"/> | Case type | <input type="text" value="Civil"/> <input type="text" value="Master Docket"/> | Nature of suit | <input type="text" value="0 (zero)"/> <input type="text" value="110 (Insurance)"/> <input type="text" value="120 (Contract Marine)"/> | Case flags | <input type="text" value="2241"/> <input type="text" value="2254"/> | Cause | <input type="text" value="0 (No cause code entered)"/> <input type="text" value="00:0000 (00:0000 Cause Code U...)"/> |
|---------------|---|------------------|--|-----------------------|---|-------------------|--|--------------|--|

Filed to

Terminal digit(s) Open cases Closed cases

Sort by

Output Format Formatted Display Data Only

Run Report

Clear

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO**

Nature of Suit by Old Local Category

| Category | Nature of Suit | Description | |
|--------------------|--------------------|---|-------------------------|
| 1--Admiralty | 120 | Marine - contract | |
| | 340 | Marine - personal injury | |
| | 345 | Marine - product liability | |
| 2--Antitrust | 410 | Antitrust | |
| 3--Civil Rights | 440 | Other Civil Rights | |
| | 441 | Voting | |
| | 442 | Jobs | |
| | 443 | Accommodations | |
| | 444 | Welfare | |
| | 445 | Americans with Disabilities - Employment | |
| | 446 | Americans with Disabilities - Other | |
| | 550 | Prisoner - Civil Rights | |
| | 555 | Prison Conditions | |
| 4--Contract | 110 | Insurance | |
| | 130 | Miller Act | |
| | 190 | Other contract actions | |
| | 195 | Contract product liability | |
| | 196 | Franchise | |
| | 530 | Habeas Corpus | |
| 5--Habeas Corpus | 530 | Habeas Corpus | |
| | 710 | Fair Labor Standards Act | |
| | 720 | Labor/Management Relations Act | |
| | 730 | Labor/Management Reporting and Disclosure | |
| | 740 | Railway Labor Act | |
| | 790 | Other labor litigation | |
| 6--Labor Relations | 791 | Employee Retirement Income Security Act | |
| | 830 | Patent | |
| | 310 | Airplane | |
| | 315 | Airplane product liability | |
| | 320 | Assault, libel and slander | |
| 7--Patent | 330 | Federal Employers' liability | |
| | 350 | Motor vehicle | |
| | 355 | Motor vehicle - product liability | |
| | 360 | Other personal injury | |
| | 362 | Personal injury - medical malpractice | |
| | 365 | Personal injury - product liability | |
| | 368 | Abestos personal injury - product liability | |
| | 8--Personal Injury | 860 | Social Security |
| | | 861 | HIA (42 USC 1395ff.(b)) |
| | | 862 | Black Lung (30 USC 923) |
| 9--Administrative | 860 | Social Security | |
| | 861 | HIA (42 USC 1395ff.(b)) | |
| | 862 | Black Lung (30 USC 923) | |

| | | |
|------------------------|-----|--|
| | 863 | DIWC (42 USC 405 (g)) |
| | 864 | SSID Title XVI |
| | 865 | RSI (42 USC 405(g)) |
| 10--Tax | 870 | Tax Suits |
| | 871 | IRS - Third Party Suits |
| 11--Unfair Competition | 820 | Copyright |
| | 840 | Trademark |
| 12--General Civil | 140 | Negotiable instruments |
| | 150 | Recovery of overpayments & enforcements of judgments |
| | 151 | Recovery of overpayments under the Medicare Act |
| | 152 | Recovery of defaulted student loans |
| | 153 | Recovery of overpayment of veteran's benefits |
| | 160 | Stockholders suits |
| | 210 | Land Condemnation |
| | 220 | Foreclosure |
| | 230 | Rent, lease, ejectionment |
| | 240 | Torts to land |
| | 245 | Tort - product liability |
| | 290 | Other real property actions |
| | 370 | Other Fraud |
| | 371 | Truth in Lending |
| | 380 | Other personal property damage |
| | 385 | Property damage - product liability |
| | 400 | State re-apportionment |
| | 422 | Bankruptcy Appeals Rule 801 |
| | 423 | Withdrawal |
| | 430 | Banks and Banking |
| | 450 | Interstate Commerce |
| | 460 | Deportation |
| | 470 | Racketeer influenced and Corrupt Organizations |
| | 480 | Consumer Credit |
| | 490 | Cable/Satellite TV |
| | 510 | Vacate sentence (2255) |
| | 540 | Mandamus and other |
| | 610 | Agriculture Acts |
| | 620 | Food and Drug Acts |
| | 625 | Drug related seizure of property |
| | 630 | Liquor Laws |
| | 640 | Railroad and trucks |
| | 650 | Airline regulations |
| | 660 | Occupational safety/health |
| | 690 | Other forfeiture and penalty suits |
| | 810 | Selective Service |
| | 850 | Securities, Commodities, Exchange |
| | | |

| | | |
|--------------------------|-----|---|
| | 875 | Customer Challenge |
| | 890 | Other Statutory Actions |
| | 891 | Agricultural Acts |
| | 892 | Economic Stabilization Act |
| | 893 | Environmental Matters |
| | 894 | Energy Allocation Act |
| | 895 | Freedom of Information Act of 1974 |
| | 900 | Appeal of Fee Determination Under Equal Access to Justice |
| | 910 | Domestic relations |
| | 920 | Insanity |
| | 930 | Probate |
| | 940 | Substitute trustee |
| | 950 | Constitutionality of state statutes |
| 13--Habeas Death Penalty | 535 | Death Penalty - Habeas Corpus |
| Non Assigned | 990 | Other |
| | 992 | Local Appeal |
| | 999 | Miscellaneous |

**United States District Court
Northern District of Ohio
Obtaining Written Opinions**

You can easily obtain a listing of written opinions issued by the Court after April 16, 2005, as well as copies of the documents themselves, for free. Here's how.

1. Log into the Court's CM/ECF system using either your CM/ECF or PACER account.
2. Click on **Reports**
3. If you have logged in using your CM/ECF account, you may be asked for your PACER information here. Enter it.
4. Click on **Written Opinions** under Civil and Criminal Reports
5. The Written Opinions Report screen will provide you with a variety of selection criteria to help you fine tune your search including: Case Number, Name, Office, Nature of Suit, Case Type, Cause, Case Flags, etc.). A screen shot is on the next page. Keep the default values for most of the items as they are. Change only those values that will help you meet your needs.

In the following example, we will search for all Written Opinions entered from 5/13/2005 to 5/19/2005

- a. Select an appropriate filing data range. Enter a **Filed** date of "5/9/2000" and a **to** date of "5/13/05".
 - c. Click **Run Report**.
6. The system will provide you with a list Written Opinions that meet the selection criteria.

Notes:

Written Opinions are defined by the Judicial Conference as as "any document issued by a judge of the court sitting in that capacity that sets forth a reasoned explanation for a court's decision." The responsibility for determining which documents meet this definition rests with the authoring judge

The Nature of Suit codes are taken from the Civil Cover Sheet. You can select more than one Nature of Suit by holding down the control (ctrl) key when you click on your selections.

The **Filed** / **to** dates can be set for any range, but the system only identifies Written Opinions issued April 16, 2005 and later.

While access to Written Opinions is now free, PACER fees still apply for other documents.



Query

Reports

Utilities

Logout



Written Opinions Report

Case Number

Last Name

First Name

Middle Name

Office
Cleveland
Toledo

Nature of Suit
0 (zero)
110 (Insurance)

Case Type
Civil
Criminal

Cause
0 (No cause code entered)
00:0000 (00:0000 Cause Code U...)

Case Flags
2241
2254

Filed between and

- Summary text
- Full docket text

Sort by

Run Report

Clear