



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

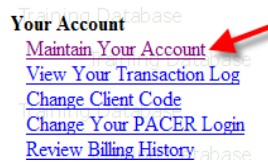
Setting Up E-Mail Notification in CM/ECF

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.

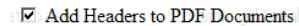
- Access the “Live” System. Note that the “Live” electronic filing system and the “Training Area” are different systems. Setting your e-mail notification in one system does not set it in the other.)
- Click on “Utilities”



- Click on “Maintain Your Account”



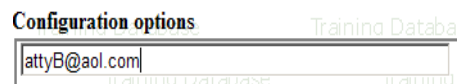
At the “maintain your account screen”, by removing the checkmark by “Add Headers to PDF Documents” you can remove the option of document headers appearing on electronically filed documents.



Example Document Header:

Case 1:09-cv-00049-JG Document 1 Filed 08/06/09 Page 1 of 1

- Click on “Email Information”
- To add a primary and/or secondary e-mail address, click on the appropriate “add new e-mail address” link. Enter your e-mail address in the “configuration options” box.



- Upon entering an e-mail address in the “configuration options” box, the following screen will appear. Answer the following questions:

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

Show all cases for this e-mail address (Copy case lists from here)

- To receive notification of activity for other cases, enter the case number in the following format YY-#### (ex. 09-51) in the “add additional cases for noticing” box and click on “find the case”. You do not have to be a party in the cases entered in this field.

Case-specific options

Add additional cases for noticing

1:09-cv-51

Add case(s)

- Select the type of notice you would like to receive. There are two options:
 - 1) Send notice *per filing* which is the default method. This selection sends notices to you immediately upon filing.

These cases will send notice *per filing*. (default method)

Enter case number here

- 2) Send notice as a summary report which is an alternate method. This selection will send a summary of notices at the end of the day (usually at midnight). If you seek electronic notice in a large number of cases, this selection is the preferred method.

These cases will send notice *as a summary report*. (alternate method)

Enter Case Number

- Click on “Return to Person Information Screen”
- From the Person Information Screen, select “Submit” You will receive a confirmation screen listing the cases and e-mail options you have selected.

Note: Failure to select “Submit” will result in no changes being made. Changes have been made only if you receive confirmation of same.

**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	Case type	Nature of suit	Case flags	Cause
Cleveland Toledo	Civil Master Docket	0 (zero) 110 (Insurance) 120 (Contract Marine)	2241 2254	0 (No cause code entered) 00:0000 (00:0000 Cause Code U...)

Filed 1/1/2000 to 5/19/2005

Terminal digit(s) 2, 4-7 Open cases Closed cases

Sort by Case Number

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	
7--Patent	830	Patent	
	8--Personal Injury	310	Airplane
		315	Airplane product liability
		320	Assault, libel and slander
		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
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, ejectment
	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