

## Queries

This feature allows access to case information, document images, attorney information, deadline and hearing information and much more.

### **Finding a Case Number/Case Information with Debtors Last Name:**

- STEP 1** Click on the Query hypertext link on the Main Menu.
- STEP 2** Type in Debtor's/Party's Last Name
- STEP 3** Click on Run Query button
- STEP 4** Select the appropriate party from the list of parties provided

**Note:** This will bring you to the Query Screen specific to the case you have selected.

### **Selecting the Query that best suits your needs:**

**Alias** - Lists all parties in a case with aliases.

**Associated Cases** - Lists all cases associated with the case number you have queried.

**Attorneys** - Lists all attorneys who have appeared in the case.

**Case Summary** - Highlights all pending activities/deadlines in the case, one month at a time.

**Creditor (Not a Mailing Matrix)** - Provides a list of selected creditor types

**Deadline/Schedule** - Shows all pending, due, set, terminated and satisfied deadlines for the case.

**Docket Report** - Displays the formatted docket sheet with links to documents.

**Filers** - Shows all of the parties in the case that have filed documents.

**History/Documents** - Shows the events that were docketed with Filed and Entered dates.

**Judge** – lists the history of Judges on the case

**Motions Report** – Shows all Motions filed in this case (Note: it's not necessary to add any search criteria, simply click **Run Report**).

**Notice of Bankruptcy Case Filing** - Printable document for notification of bankruptcy case filing.

**Party** - Provides a listing of all of the parties to a case.

**Related Transactions** - Provides a listing of all docket transactions and the previous/subsequent actions to which they relate.

**Status** - Shows the current case status.

**Trustee** - Shows the Trustee assigned to the case.

**Case File Location** – lists the location in which the case was filed.

**View Document** – pulls up a box to enter a Document number to view in the case.

**Filing Fee** – lists the payments for the filing fee along with the balance due.

**Corporate Parents/Affiliates** – lists all corporate parents or affiliates for the case.

**Claims Register** – pulls up the complete claims register for the case, if any were filed.

**List of Creditors** – pulls up a PDF file of the current matrix in the case.