

## SEARCH OPTION

This feature located at the top of the menu bar allows you to **search Menus and Filing Events** by using **key words**.

Note: You can still access menu items by simply clicking on the menu title.

- **Menus and Filing Events**

Click Search on the main blue menu bar. A small pop-up window appears for entering the text to be searched and it is not case sensitive.

Once you enter text in the search box and click the magnifying-glass icon (or press the Enter key) the results are displayed on the screen, with the search string characters highlighted.

The results will show all entries with those words as hyperlinks and which Menus they are located under so you can go directly to it.

The screenshot shows the ECF Search interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the main content area is white. On the left, there is a 'Query' section with a yellow background. It contains several search criteria fields: Case Number, Last / Business Name (with examples 'Desoto, DesT'), First Name, Middle Name, SSN / IIN, TaxID / EIN, and a dropdown menu for 'type'. There are 'Run Query' and 'Clear' buttons at the bottom of this section. On the right, there is a 'Search Menus and Events' pop-up window with a search input field and a magnifying-glass icon.

The screenshot shows the ECF Search results for the keyword 'Response'. The top navigation bar is the same as in the previous screenshot. The main content area is white. At the top, it says 'Search results for 'Response'' and '7 events found'. Below this, there are three categories of results, each with a yellow highlight on the word 'Response':  
1. 'Answer/Response > Other Answers' with a link to 'Response'.  
2. 'Answer/Response > Reference as Existing motion/application' with a link to 'Response'.  
3. 'Answers > Motion/Application' with a link to 'Response'.  
At the bottom, there is a section for 'Bankruptcy Events -> Euro Discovery' with four links: 'Discover Responses and Objections to Document Requests', 'Discover Responses and Objections to Interrogatories', 'Discover Responses and Objections to Requests for Admissions', and 'Discover Request for Responses to Interrogatories'.

## ▪ Docket Event Search

Docketing events are now searchable by using the search feature within a particular Menu while filing, making it easier to find the proper ECF event to docket a pleading. For example, if you are filing a motion and you must choose from a long list of events it is no longer necessary to scroll through the list to find the desired event. A text box is provided above the list:

The screenshot shows a search interface with a text box at the top containing the placeholder text "Start typing to find an event." Below the text box are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Adequate Protection, Administrative Expenses (Application), Allow Claims, Allow Payment Arrearages, Amend, Amended Application, Amended Motion, Appear pro hac vice, Application (Generic), Appoint Creditors Committee, Appoint Examiner, Appoint Examiner, Appoint Trustee, Approve Compromise under Rule 9019, and Assume Lease or Executory Contracts.

By entering some word fragments from the event description (e.g., sanction), a full list will be displayed of those events that match:

The screenshot shows the search interface with the text "sanction" entered in the search box. The instruction above the search box reads "Click your selection, or use arrows to highlight it and press Enter." The "Available Events" list is filtered to show: Motion for Sanctions Under USC28 Section 1927, Sanctions, Sanctions Under Section 1927, Sanctions for Debtor's Attorney, Sanctions for Violation of the Automatic Stay, and Sanctions for Violation of the Discharge Injunction. The "Selected Events" box is empty.

Clicking on an event from the *Available Events* moves the event over to the *Selected Events* box on the right.

You may also **select multiple events** by holding the Ctrl key and clicking each event. The events you have chosen will display on the right in the "Selected Events" box.

If you want to remove any event that has already been selected, simply click on the event in the right side column.

**Note: Only letters and numbers are searched; other characters (e.g. -, /, "-") are ignored.**

➤ When a docket event allows you to enter multiple case numbers (e.g. Batch Filings and Multi-Case Docketing) and you paste in a case list (with Ctrl-V), the individual case numbers are now automatically entered into separate boxes.

The screenshot shows a window titled "Multi Case Docketing" with a green background. It contains a section titled "Case Number or Numbers" with two input fields. The first field contains "08-10019" and the second contains "08-10020". Each field has a "Find This Case" button to its right. Below the input fields are "Next" and "Clear" buttons.