

Deadlines/Hearings Report

Depending upon the criteria selected, the **Deadline/Hearings Report** will display all, some or only one deadline for a single case or multiple cases. The report allows the user to select from a broad range of criteria customizing the information.

STEP 1 Select **Reports** from the Main Menu, click on **Deadlines/Hearings hyperlink** from the menu. The **Selection Criteria** screen displays allowing the user to specify the information you wish to include in the report.

Note: If you are not already logged into PACER, you will be asked to enter your PACER login and password to view case information.

Deadlines/Hearings

Case number

Office

Case type

Trustee

Chapter

Deadlines/hearings

Terminal digit(s) Terminated/satisfied deadlines/hearings

Due/set to

Sort by

STEP 2 Select from the listed fields, the report criteria:

Selection Criteria include:

- **Case Number** – Enter the case number if you want the deadlines for a specific case, otherwise, leave this blank.
- **Office** - Boston, Worcester and Springfield to select more than one location, press down on the Ctrl Key and click on the locations or leave it blank and all locations will be selected.
- **Case Type** - **bk** for Bankruptcy, **ap** for Adversary Proceeding, and **mp** for Miscellaneous Proceeding.
- **Trustee** - Select and click on the specific trustee.
- **Chapter** - If you know the current chapter, enter it here, otherwise leave

this blank.

- **Deadline/hearings** – The user may specify all deadlines, all hearings or select specific deadline(s).
- **Terminal digits** – Leave this blank.
- **Terminated/satisfied deadlines/hearings** – Check this box if you would like to deadlines which were previously set and terminated or those that have been satisfied.
- **Due/set** – Set the date range for your query.
- **Sort by** – The report will sort by any of the criteria listed above.

Note: You may leave the above fields blank to search on all items that appear in that field. To select two or more items in a field, press the Control Key (Ctrl) and click on each item to be included.

STEP 3 Once you have selected your report criteria, click **Run Report**.

Note: If you plan to run this report often you may set the selected options as the default. You may also schedule the report to run in the future.