

PACER Case Locator (PCL)

User Manual

Updated: June 2018
pcl.uscourts.gov

Contents

| | |
|---|----|
| Introduction..... | 3 |
| Index Page & Login..... | 3 |
| Welcome..... | 4 |
| Navigation Bar..... | 5 |
| New Search..... | 6 |
| Case Search page..... | 6 |
| Party Search..... | 8 |
| Bankruptcy Search..... | 10 |
| Additional Search Fields by Court Type..... | 10 |
| Search Results..... | 11 |
| Saved Items..... | 13 |
| Saved Searches..... | 13 |
| Saved Cases..... | 14 |
| Batch Searches..... | 15 |
| Court Information..... | 16 |
| My Account..... | 16 |
| Change Client Code..... | 16 |
| Manage My Account..... | 17 |
| Billing History..... | 17 |
| User Options..... | 18 |

Introduction

The PACER Case Locator (PCL) is a tool that allows PACER users to search for cases in appellate, bankruptcy, and district courts. In December 2017, the PCL was updated with a new look and new features. The following document will guide you through the new PCL and show you how it works.

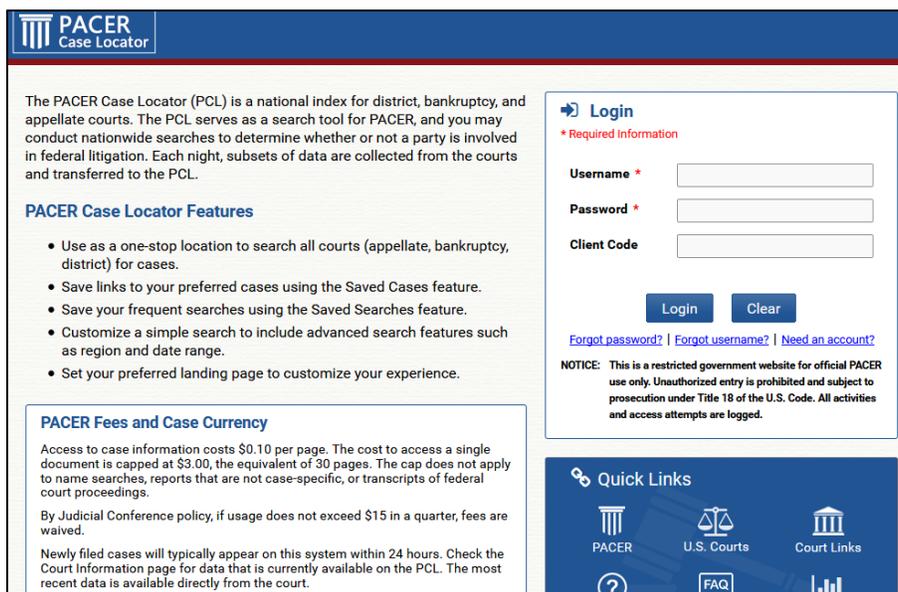
Index Page & Login

The PCL index page (at pcl.uscourts.gov) highlights new features and updates, provides quick links to other useful sites, and allows you to log in using your PACER credentials.

In the Login box, you must enter a username and password. The Client Code field is optional unless your account has a requirement to enter one. To make this field a requirement, go to Manage My Account on pacer.gov and select Set PACER Billing Preferences.

NOTE: You may also go to Manage My Account after you log in to the PCL. Just click My Account in the navigation bar that appears at the top of the page, and select Manage My Account.

The Quick Links box is available here and on the Welcome page. It provides links to pages and websites you may find helpful in your search.



PACER Case Locator

The PACER Case Locator (PCL) is a national index for district, bankruptcy, and appellate courts. The PCL serves as a search tool for PACER, and you may conduct nationwide searches to determine whether or not a party is involved in federal litigation. Each night, subsets of data are collected from the courts and transferred to the PCL.

PACER Case Locator Features

- Use as a one-stop location to search all courts (appellate, bankruptcy, district) for cases.
- Save links to your preferred cases using the Saved Cases feature.
- Save your frequent searches using the Saved Searches feature.
- Customize a simple search to include advanced search features such as region and date range.
- Set your preferred landing page to customize your experience.

PACER Fees and Case Currency

Access to case information costs \$0.10 per page. The cost to access a single document is capped at \$3.00, the equivalent of 30 pages. The cap does not apply to name searches, reports that are not case-specific, or transcripts of federal court proceedings.

By Judicial Conference policy, if usage does not exceed \$15 in a quarter, fees are waived.

Newly filed cases will typically appear on this system within 24 hours. Check the Court Information page for data that is currently available on the PCL. The most recent data is available directly from the court.

Login

* Required information

Username *

Password *

Client Code

[Login](#) [Clear](#)

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Quick Links

[PACER](#) [U.S. Courts](#) [Court Links](#)

[?](#) [FAQ](#) [Bar Chart](#)

Welcome

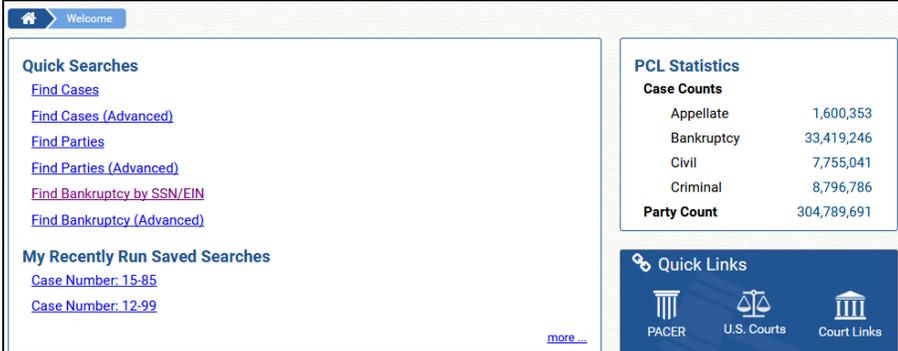
Upon successful login, unless you have set another page as your PCL home page, you will be taken to the welcome page.

Use the Quick Searches section of this page to go directly to the type of search you want to perform. The My Recently Run Saved Searches section allows you to view up to 10 of your most recently run saved searches.

Click more on the bottom right of this screen to see all your saved searches. You may save up to 100 cases and searches.

NOTE: Older saved searches will appear on this page if they have been run more recently than newer saved searches.

As you navigate the site, you can return to this page by clicking the PACER Case Locator icon at the top left of the screen.



The screenshot shows the PCL Welcome page. At the top left is a home icon and the word "Welcome". The main content is divided into three sections:

- Quick Searches:** A list of search options: [Find Cases](#), [Find Cases \(Advanced\)](#), [Find Parties](#), [Find Parties \(Advanced\)](#), [Find Bankruptcy by SSN/EIN](#), and [Find Bankruptcy \(Advanced\)](#).
- My Recently Run Saved Searches:** A list of recent searches: [Case Number: 15-85](#) and [Case Number: 12-99](#). A "more ..." link is at the bottom right of this section.
- PCL Statistics:** A table showing case counts for different categories.

| Case Counts | Count |
|--------------------|--------------------|
| Appellate | 1,600,353 |
| Bankruptcy | 33,419,246 |
| Civil | 7,755,041 |
| Criminal | 8,796,786 |
| Party Count | 304,789,691 |
- Quick Links:** A blue bar with three icons: PACER (scales), U.S. Courts (scales), and Court Links (court building).

This is the default home page. To ensure you come directly to this screen when you log in, select the Make this my PCL home page checkbox on the bottom left.

Navigation Bar

After you log in, the navigation bar at the top of the screen provides several search and account options.



- New Search: Allows the user to begin a search by case or party. It includes the following:
 - Case Search
 - Basic
 - Advanced
 - Party Search
 - Basic
 - Advanced
 - Bankruptcy Search
- Saved Items: Lists searches and cases you have previously saved for later use. It includes:
 - Saved Searches
 - Saved Cases
 - Batch Searches
- Court Information: Provides a list of court abbreviations and website links.
- My Account: Allows the user to access account information. This section includes:
 - Change Client Code
 - Manage My Account
 - Billing History
 - User Options

New Search

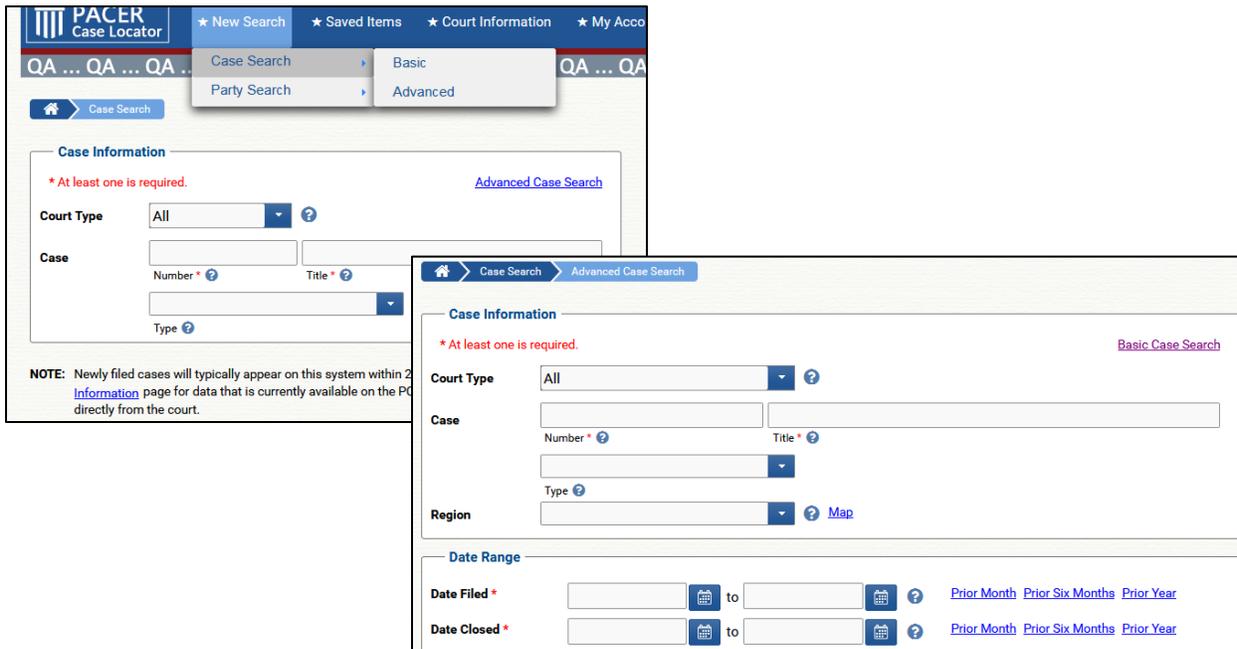
Case Search page

Perform a case search by using either the basic or advanced options.

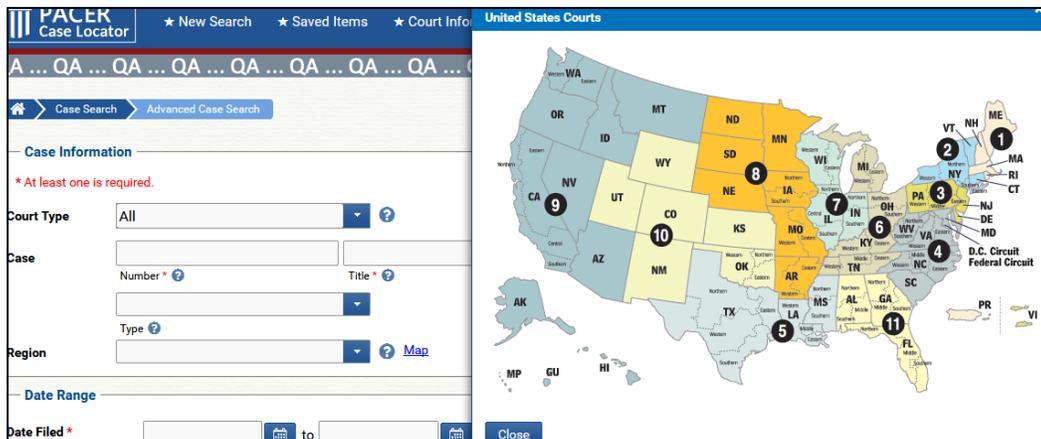
The basic search allows you to enter a case type, number, title, and/or court type. The advanced option allows you to expand your search by including the court region and/or date range.

If you do not select a court type, all courts will automatically be included in the search. If you select the appellate, civil, or bankruptcy court types, more fields will appear to help narrow your search.

See the Additional Search Fields by Court Type section below to learn more.



In the advanced search, you may use the Map link next to the Region field to select where you want to search.



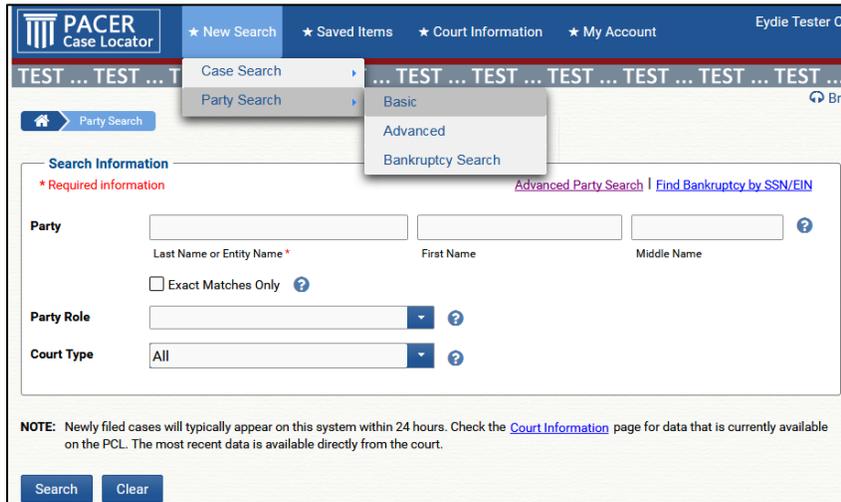
After you enter the information, click Search to continue. To change the information you have entered, either highlight the text in the field you want to change or click Clear to clear all the information you entered and start over.

If you use either of these pages often and want to go directly to one of them when you log in, select the Make this my PCL home page checkbox.

Party Search

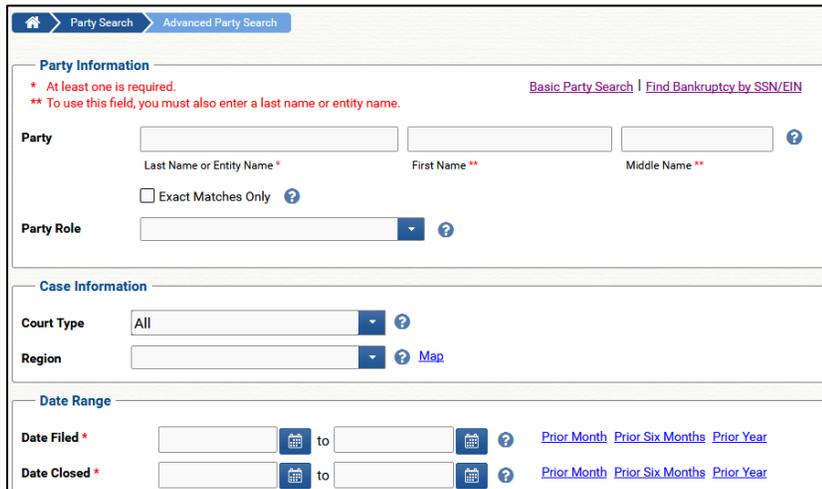
Perform a party search by using either the basic or advanced options. The basic search allows you to enter the party name, party role, and/or court type. Party role codes are created and assigned by individual courts. This dropdown list includes the 30 most commonly used party role codes.

If you do not select a specific court type, the Court Type field will default to all courts.



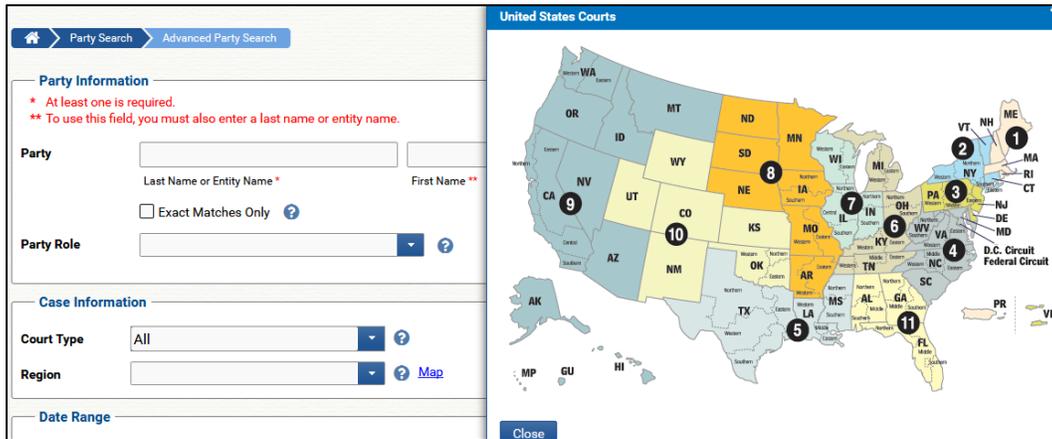
The screenshot shows the PACER Case Locator interface. At the top, there is a navigation bar with links for "New Search", "Saved Items", "Court Information", and "My Account". The user's name "Eydie Tester Ch" is visible in the top right. Below the navigation bar, there is a search bar with the text "TEST ... TEST ... T". A dropdown menu is open, showing options for "Case Search", "Party Search", "Basic", "Advanced", and "Bankruptcy Search". The "Party Search" dropdown is currently selected, and the "Basic" option is highlighted. Below the dropdown, there is a "Party Search" button. The main search area is titled "Search Information" and includes a red asterisk indicating "Required information". There are three input fields for "Party": "Last Name or Entity Name *", "First Name", and "Middle Name". There is a checkbox for "Exact Matches Only" and a dropdown menu for "Party Role". The "Court Type" dropdown is set to "All". At the bottom, there is a "NOTE" about newly filed cases and "Search" and "Clear" buttons.

The advanced option allows you to expand your search to include region and/or date range. If you do not select a court type, all courts will automatically be included in the search. If you select the appellate, civil, or bankruptcy court types, more fields will appear to help narrow your search.



The screenshot shows the PACER Case Locator interface for the "Advanced Party Search" option. The "Party Information" section includes three input fields for "Party": "Last Name or Entity Name *", "First Name **", and "Middle Name **". There is a checkbox for "Exact Matches Only" and a dropdown menu for "Party Role". The "Case Information" section includes a dropdown menu for "Court Type" set to "All" and a dropdown menu for "Region" with a "Map" link. The "Date Range" section includes two rows: "Date Filed *" and "Date Closed *", each with two date input fields and a "to" separator. There are also links for "Prior Month", "Prior Six Months", and "Prior Year" for both rows.

In the advanced search, you may use the Map link next to the Region field to select where you want to search.



See the Additional Search Fields by Court Type section below to learn more.

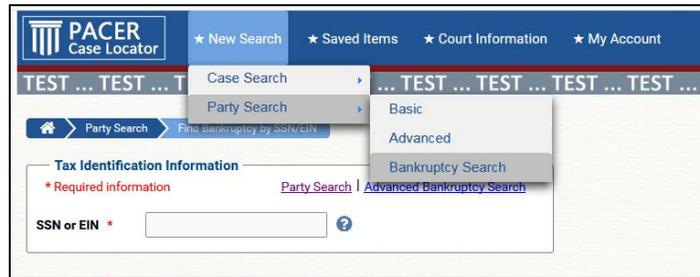
After you enter the information, click Search to continue. To change the information you have entered, either highlight the text in the field you want to change, or click Clear to clear all the information you entered and start over.

If you use either of these pages often and want to go directly to it when you log in, select the Make this my PCL home page checkbox.

NOTE: A last name is required if you enter something in the First Name or Middle Name field, OR when you enter something in the Four Digit SSN field.

Bankruptcy Search

This page allows you to search for a bankruptcy party by Social Security or Employer Identification Number/Tax Identification number.



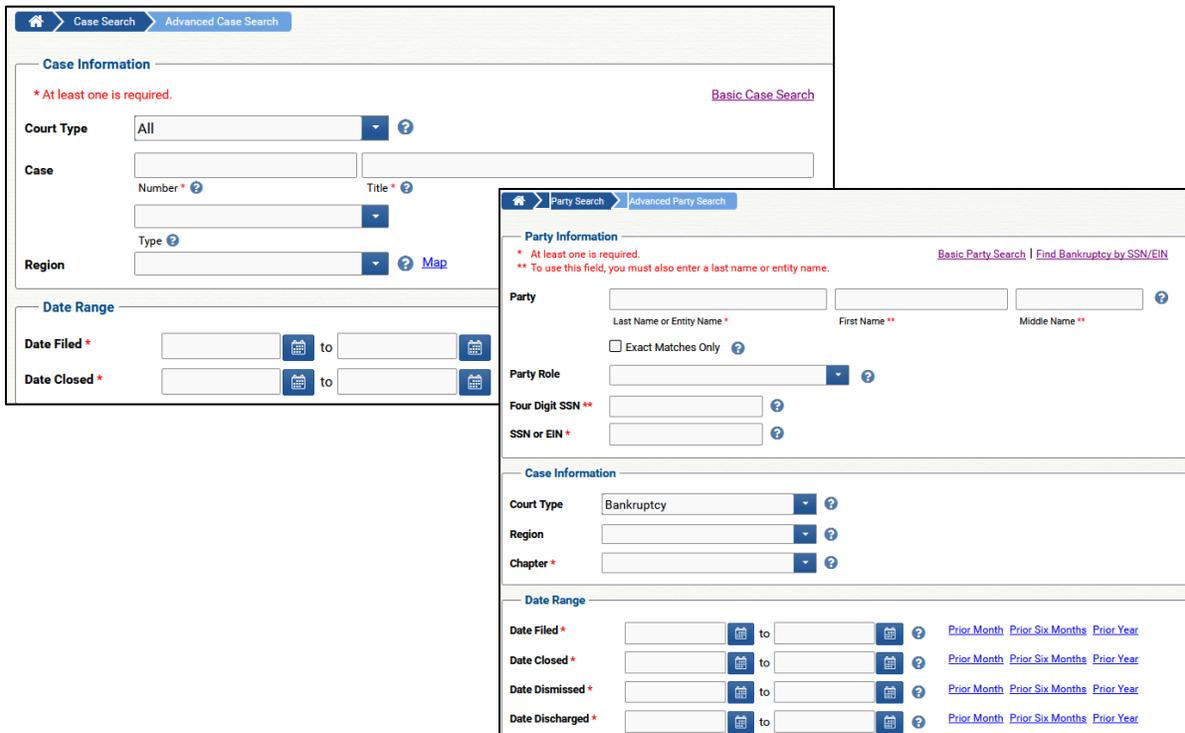
The screenshot shows the PACER Case Locator interface. At the top, there are navigation links: "New Search", "Saved Items", "Court Information", and "My Account". Below this is a search bar with "TEST ... TEST ... T" and a dropdown menu. The dropdown menu is open, showing options: "Case Search", "Party Search", "Basic", "Advanced", and "Bankruptcy Search". The "Bankruptcy Search" option is highlighted. Below the dropdown, there is a "Party Search" button and a link "Find Bankruptcy by SSN/EIN". A "Tax Identification Information" section is visible, with a note "* Required information" and a field for "SSN or EIN".

If you use either of these pages often and want to go directly to it when you log in, select the Make this my PCL home page checkbox.

Additional Search Fields by Court Type

You may search the PCL for case information in a number of ways. When running an advanced case or party search, additional search fields will appear depending on the court type you select when running an advanced search.

- Civil and appellate: Nature of Suit field
- Bankruptcy: Chapter, Date Discharged, and Date Dismissed fields



The image shows two screenshots of PACER search forms. The left screenshot is titled "Advanced Case Search" and shows the "Case Information" section with fields for "Court Type" (set to "All"), "Case Number", "Case Title", and "Region". Below this is the "Date Range" section with fields for "Date Filed" and "Date Closed". The right screenshot is titled "Advanced Party Search" and shows the "Party Information" section with fields for "Party Name" (Last, First, Middle), "Party Role", "Four Digit SSN", and "SSN or EIN". Below this is the "Case Information" section with fields for "Court Type" (set to "Bankruptcy"), "Region", and "Chapter". At the bottom is the "Date Range" section with fields for "Date Filed", "Date Closed", "Date Dismissed", and "Date Discharged", each with a "to" field and a calendar icon. There are also links for "Prior Month", "Prior Six Months", and "Prior Year" for each date field.

Search Results

Both the case and party Search Results screens allow you to perform a number of different tasks. The icon legend below the search results outlines those tasks:

- Save icon: Allows you to save results to the Saved Searches section, found in the navigation bar
- Sort icon: Allows you to sort your search results by the column selected
- Column icon: Allows you to select which columns you want to display
- Refine icon: Allows you to refine your search
- Download icon: Allows you to download your search results
- Save case icon: Allows you to save a case to the Save Cases section, found in the navigation bar
- Remove case icon: Allows you to remove a case from the Saved Cases section
- Show case parties icon: Allows you to see the parties involved in a case

The search results display one page at a time by default. You may download all search results to a file in XML or CSV formats.

A receipt at the bottom left of the screen shows the number of billable pages and the cost for the data on the current viewable page only. It does not include the cost for previously viewed pages.

When you roll over the “i” icon on the Case Search page, additional case information appears (e.g., jurisdiction, nature of suit, chapter, disposition, etc.).

The screenshot displays the PACER Case Locator interface. At the top, the user is logged in as John Doe. The search criteria are: Case Search; Case Title: john doe. The results table shows 5 cases:

| Case Title | Case Number | Court | Date Filed | Date Closed |
|------------------------------------|---------------|--------|------------|-------------|
| Leatrice Simmons | 1:2010bk12345 | ilnbk | 03/22/2010 | 09/13/2010 |
| Mark A. Woods and Kimberly A Woods | 1:2010bk12345 | innbk | 05/26/2010 | 09/09/2010 |
| Michael J. MacPherson | 1:2010bk12345 | insbk | 08/16/2010 | 09/28/2010 |
| Joseph v. Bayer Corporation et al | 3:2010cv12345 | ilsdc | 09/08/2010 | 03/25/2014 |
| Joseph v. Bayer Corporation et al | 3:2010cv12345 | jpmldc | 09/08/2010 | |

The icon legend at the bottom right includes the following items:

- Save search to Saved Searches
- Sort search results
- Choose columns to display
- Refine the current search
- Download search results
- Save case to Saved Cases
- Remove case from Saved Cases
- Show case parties

Saved Items

Saved Searches

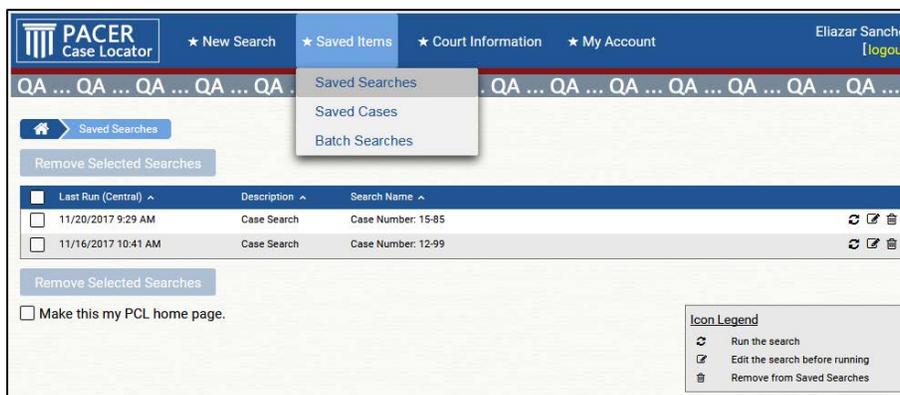
The Search Results screen gives you the option to save your searches for later use. To save your searches, select the disk icon on the Search Criteria line.



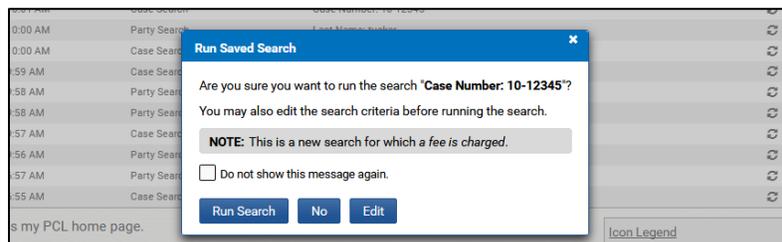
To go to your saved searches, click Saved Items on the navigation bar and select Saved Searches.

The Saved Searches page allows you to return to your previous searches, showing when you last ran the search, the type of search, and the criteria you used to run the search.

Use the icons on the right side of the screen to either rerun, edit, or delete your search from the list.

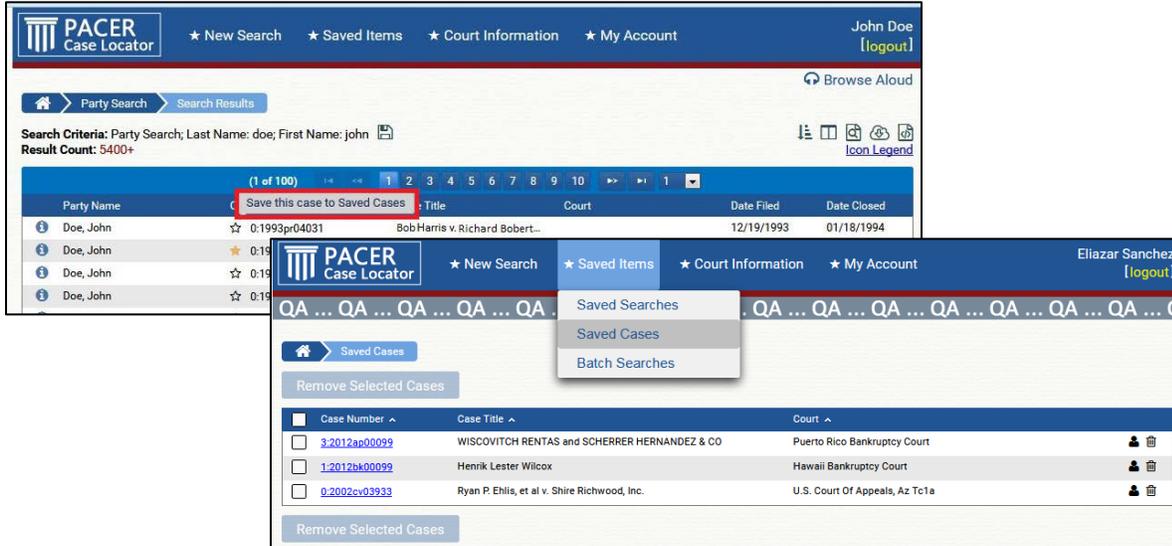


If you want to rerun the search, you will be charged a fee. There will be a notice to confirm you agree to the charges.



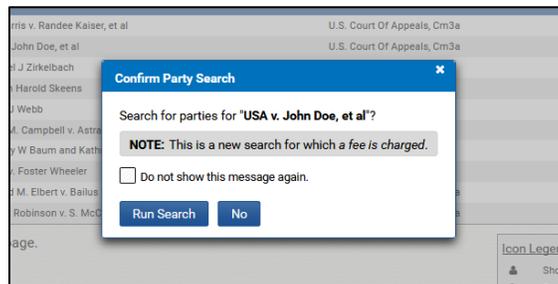
Saved Cases

The Search Results screen gives you the option to save any case for later use. Select the star icon in the Case Number column to save. When you click on the star icon, it will turn yellow, indicating you have saved the item. If you click the yellow star, it will be removed from your saved cases.



The Saved Cases page allows you to return to your saved cases, and shows case number, case title, and court for your saved cases. When you click the case link, the page will redirect you to the court's CM/ECF site.

Use the icons on the right side of the screen to view the parties for that case or to delete it from the list. If you want to view parties, you will be charged a fee. There will be a notice to confirm you agree to the charges.



Batch Searches

Batch searches allow you to run a large search that returns results that can be downloaded as a file. The batch search icon appears at the top right when you receive more than 5,400 results. This search is limited to 100,000 results, and no fee is charged until the results are downloaded.

When the search results page first loads, a notice will inform you that maximum results have been exceeded, and provides further instruction on how to proceed.

The screenshot shows the PACER Case Locator interface. A dialog box titled "Maximum Results Exceeded" is displayed over the search results. The dialog contains the following text:

Your search yielded more than **5400** results.

The search results shown are limited to the first **5400** results. There are potentially many more results that are not shown.

On the search results page, you have the option to:

- Work with the first **5400** results. However, the option to sort result columns is not available.
- **Refine** your search to reduce the number of search results.
- Run your search as a **batch job** that will return all results, which must be downloaded as a file.

NOTE: Batch searches are limited to 108,000 results. No fee is charged

Below the dialog, the search results page is visible. A button labeled "Run current search as a batch job" is highlighted with a red box. The search criteria are "Party Search; Last Name: doe; First Name: john" and the result count is "5400+".

When you select the batch search icon, you may name the search for later use when you select Batch Searches from the Saved Items dropdown.

The screenshot shows the PACER Case Locator interface. The "Saved Items" dropdown menu is open, showing options for "Saved Searches", "Saved Cases", and "Batch Searches". The "Batch Searches" option is selected. Below the dropdown, a table displays the status of batch search jobs.

| Job ID | Name | Started | Expires (Central) | Pages | Status |
|--------|------------------------------|--------------------|---------------------|-------|-----------|
| 1022 | Party Search, Last Name: doe | 11/16/2017 2:04 PM | | 0 | RUNNING |
| 1022 | Party Search, Last Name: doe | 11/16/2017 2:04 PM | 11/17/2017 11:59 PM | 686 | COMPLETED |

Court Information

This page provides a list of the court abbreviations used by the PCL. Click on the link to go directly to the court's website.

| Court | Court Code | Court Type | Earliest Cases | Most Recent Cases |
|---|------------|------------|----------------|-------------------|
| Alabama Middle Bankruptcy Court | almbk | Bankruptcy | 01/02/1989 | 07/19/2016 |
| Alabama Middle District Court | almdc | Criminal | 09/08/1966 | 07/19/2016 |
| Alabama Middle District Court | almdc | Civil | 09/08/1966 | 07/19/2016 |
| Alabama Northern Bankruptcy Court | alnbk | Bankruptcy | 01/02/1989 | 07/19/2016 |
| Alabama Northern District Court | alndc | Criminal | 03/10/1963 | 07/19/2016 |
| Alabama Northern District Court | alndc | Civil | 03/10/1963 | 07/19/2016 |
| Alabama Southern Bankruptcy Court | alsbk | Bankruptcy | 01/01/1991 | 07/19/2016 |
| Alabama Southern District Court | alsdc | Criminal | 03/26/1963 | 07/19/2016 |
| Alabama Southern District Court | alsdc | Civil | 03/26/1963 | 07/19/2016 |
| Alaska Bankruptcy Court | akbk | Bankruptcy | 01/01/1991 | 07/19/2016 |
| Alaska District Court | akdc | Criminal | 02/26/1960 | 07/18/2016 |

My Account

Change Client Code

The Change Client Code option allows you to update the client code already entered, or enter a client code to track charges for future billings. The client code will appear in your billing history details when entered prior to a search.

When you click Change Client Code, enter the code in the Client Code field and click Submit.

Current Client Code:

Logged in as Eydie Tester Check Flores

Client Code

Not Eydie Tester Check Flores?
[Click here to log in as a different user.](#)

Manage My Account

Use the My Account section of the navigation bar to access details of your PACER account. When you select Manage My Account from the dropdown and log in, the screen below should appear.

PUBLIC ACCESS TO COURT ELECTRONIC RECORDS COURTS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US Browse Aloud RSS

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT

Welcome, John Doe [Logout](#)

Account Number: 4012224
Username: JohnDoe1
Account Balance: \$0.00
Case Search Status: Active
Account Type: Upgraded PACER Account

Settings Maintenance Payments Usage

[Change Username](#) [Update PACER Billing Email](#)
[Change Password](#) [Set PACER Billing Preferences](#)
[Set Security Information](#)

Billing History

The Billing History option takes you to the Billing History screen in Manage My Account. Here you can view transactions for one or all courts during a selected time period sorted by date, client code, or court.

BILLING HISTORY Close

Billing

IMPORTANT: While you may currently access real-time transactions, we recommend that you wait until after the 10th of the month to obtain complete billing details for the previous month (e.g., wait until Nov. 10 to access billing details for October). This will ensure that you receive an accurate total.

User: JohnDoe1
Date: Thu, Oct 5 13:42:17 2017
Court: All Courts
Client Code:
Date Range: 10/05/2017 to 10/05/2017 [This Month](#) [Last Month](#) [This Quarter](#) [Last Quarter](#)
Sort Order: Transaction Date
Options: Summary Summary Details Download

[Submit](#) [Reset](#)

Most Recent Statements
None found.

NOTE: The totals provided in the billing history also include charges from accessing a docket report from a court.

User Options

This section allows users to further customize their landing page, hide system messages, and select which columns they want to appear on the search results page. Click the button(s) and/or checkbox(es) in each section to make your selection; then click Update Settings.

User Options

Landing Page
Choose one of the items below as your landing page to which you are directed upon login.

- Default Landing Page
- Advanced Case Search
- Advanced Party Search
- Bankruptcy Search
- Batch Searches
- Case Search
- Court Information
- Party Search
- Saved Cases
- Saved Searches
- Welcome Page

Hide Messages
Choose the system messages you would like to hide.

- Delete Saved Case
- Delete Saved Search
- Maximum Search Results
- Refine Search Criteria
- Run Saved Search
- Show Case Parties
- Show Saved Case Parties

Search Results Columns
Choose the search results columns you would like displayed by default.

- Bankruptcy Chapter
- Bankruptcy Disposition
- Court Type
- Date Closed
- Date Discharged
- Date Dismissed
- Date Filed
- Nature of Suit (NOS)
- Row Number

Update Settings

NOTE: The default options in the Search Results Columns section are only for the variably available columns. Columns such as Case Title, Case Number, and Court will always be shown.

Page Expiration

When idle for 30 minutes in the PCL, the existing page in the user's PCL session will expire. At 27 minutes and 45 seconds of inactivity (i.e., with 2 minutes and 15 seconds remaining), a pop-up box will appear with the following message:

