

PACER Case Locator (PCL)

User Manual

Updated: June 2018
pcl.uscourts.gov

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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.

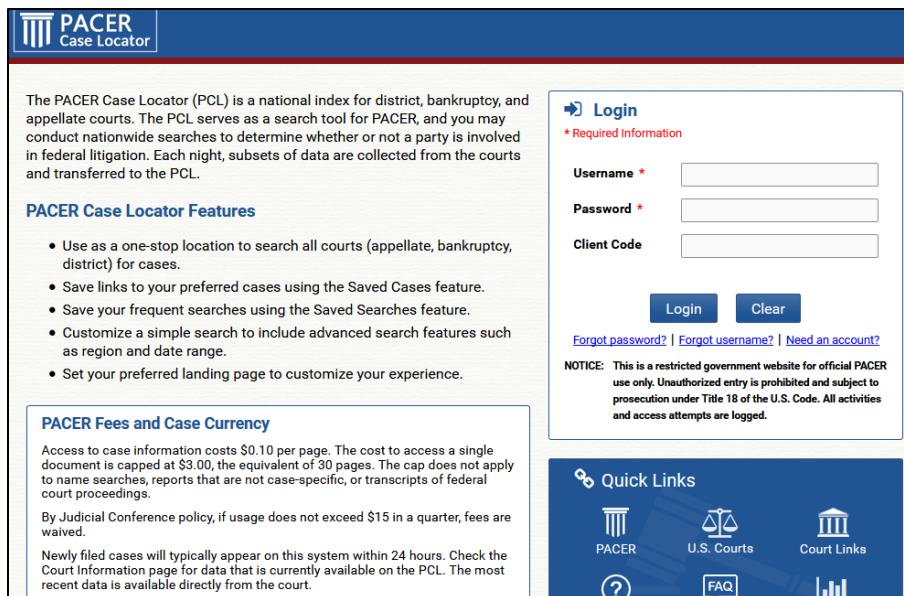
Index Page & Login

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](#)

Welcome

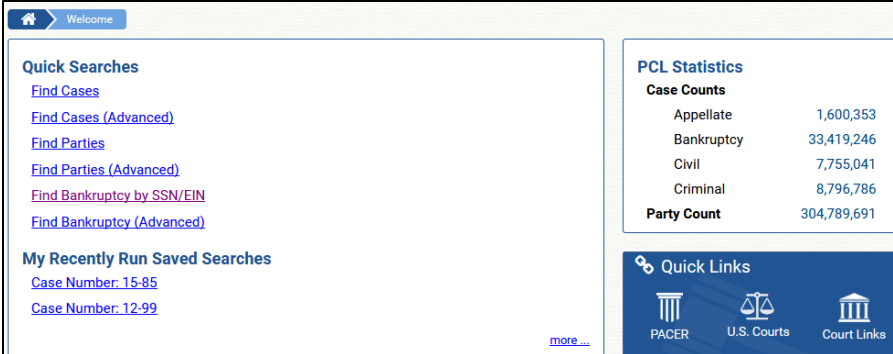
Upon successful login, unless you have set another page as your PCL home page, you will be taken to the welcome page.

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, there is a home icon and the text "Welcome". The main content is divided into three sections:

- Quick Searches:** A list of search options including "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 saved searches including "Case Number: 15-85" and "Case Number: 12-99", with a "more ..." link at the bottom right.
- PCL Statistics:** A table showing case counts for different categories.

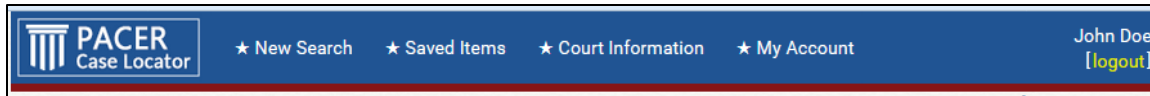
At the bottom right, there is a "Quick Links" section with icons for PACER, U.S. Courts, and Court Links.

PCL Statistics	
Case Counts	
Appellate	1,600,353
Bankruptcy	33,419,246
Civil	7,755,041
Criminal	8,796,786
Party Count	304,789,691

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

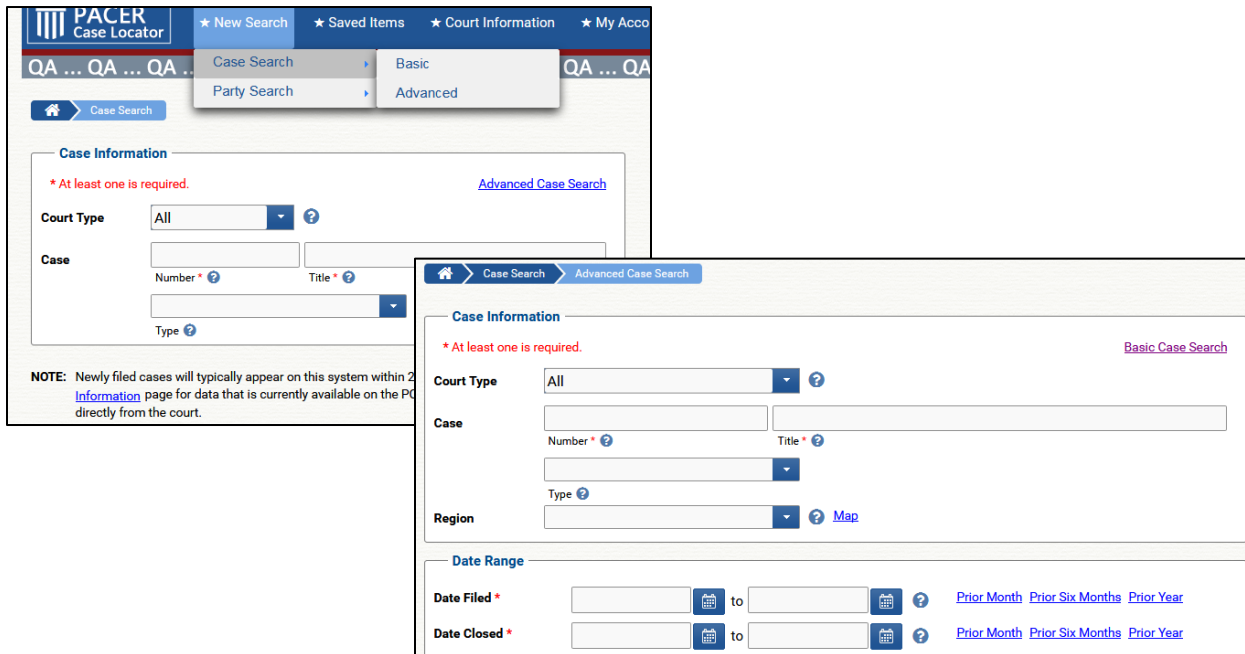
Case Search page

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

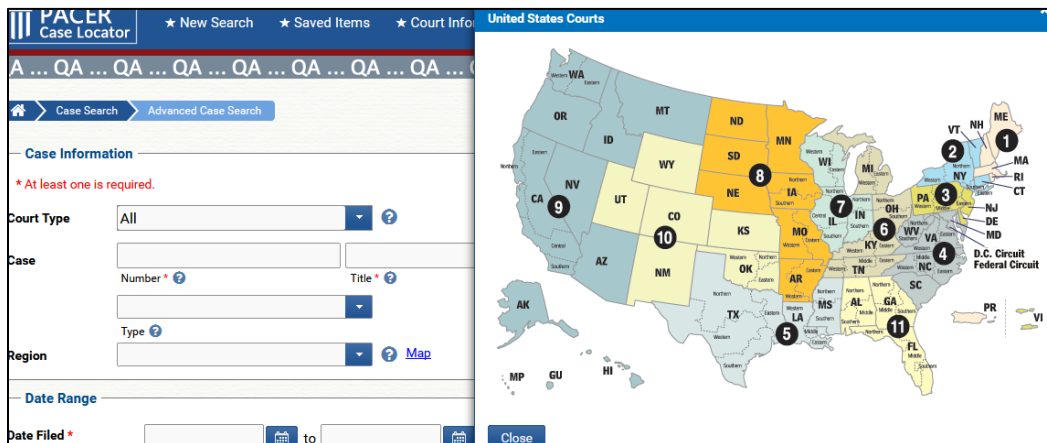
The basic search allows you to enter a case type, number, title, and/or court type. The advanced option allows you to expand your search by including the court region and/or date range.

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.



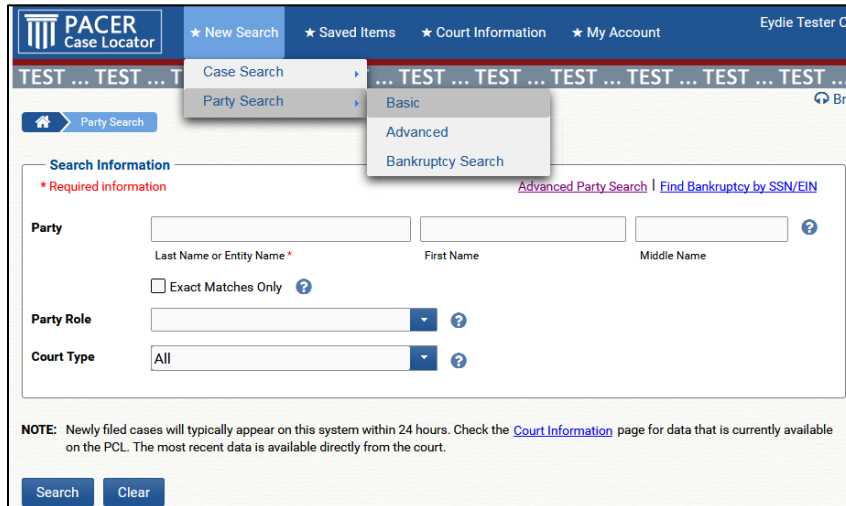
After you enter the information, click Search to continue. To change the information you have entered, either highlight the text in the field you want to change or click Clear to clear all the information you entered and start over.

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

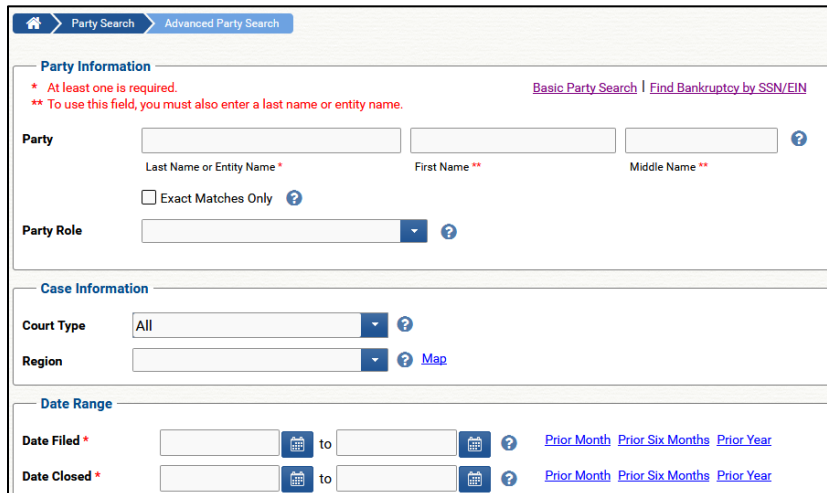
Perform a party search by using either the basic or advanced options. The basic search allows you to enter the party name, party role, and/or court type. Party role codes are created and assigned by individual courts. This dropdown list includes the 30 most commonly used party role codes.

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



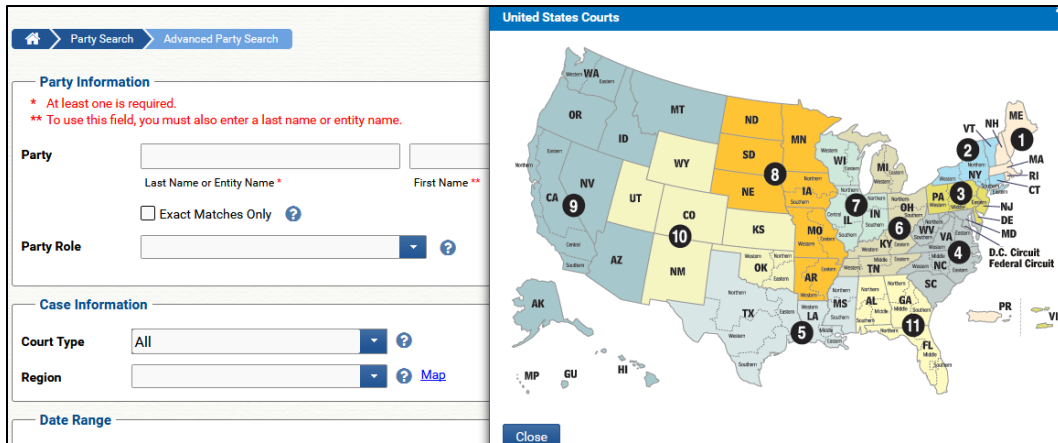
The screenshot shows the PACER Case Locator interface. At the top, there is a navigation bar with links for "New Search", "Saved Items", "Court Information", and "My Account". The user's name "Eydie Tester Ch" is visible in the top right. A dropdown menu is open, showing "Case Search", "Party Search", "Basic", "Advanced", and "Bankruptcy Search". The "Party Search" dropdown is selected, and the "Basic" option is highlighted. Below the navigation bar, the "Party Search" section is visible. It includes a "Search Information" section with a red asterisk indicating required information. The fields include "Party" (Last Name or Entity Name, First Name, Middle Name), "Party Role", and "Court Type" (set to "All"). There is a checkbox for "Exact Matches Only". A "NOTE" at the bottom states: "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." There are "Search" and "Clear" buttons at the bottom.

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" section. It includes a "Party Information" section with a red asterisk indicating required information. The fields include "Party" (Last Name or Entity Name, First Name, Middle Name), "Party Role", and "Exact Matches Only" checkbox. Below this is the "Case Information" section with "Court Type" (set to "All") and "Region" (with a "Map" link). The "Date Range" section includes "Date Filed" and "Date Closed" fields, each with a calendar icon and a "to" field. There are links for "Prior Month", "Prior Six Months", and "Prior Year" for both date fields. A "Basic Party Search" link and a "Find Bankruptcy by SSN/EIN" link are also visible.

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.

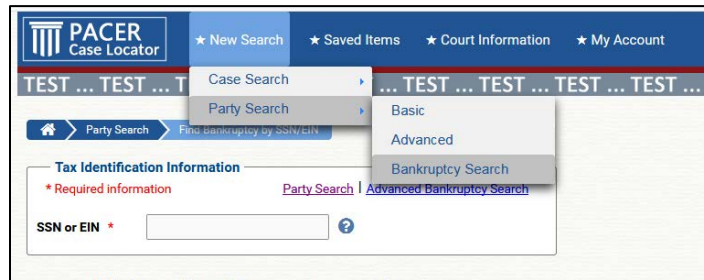
After you enter the information, click Search to continue. To change the information you have entered, either highlight the text in the field you want to change, or click Clear to clear all the information you entered and start over.

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.



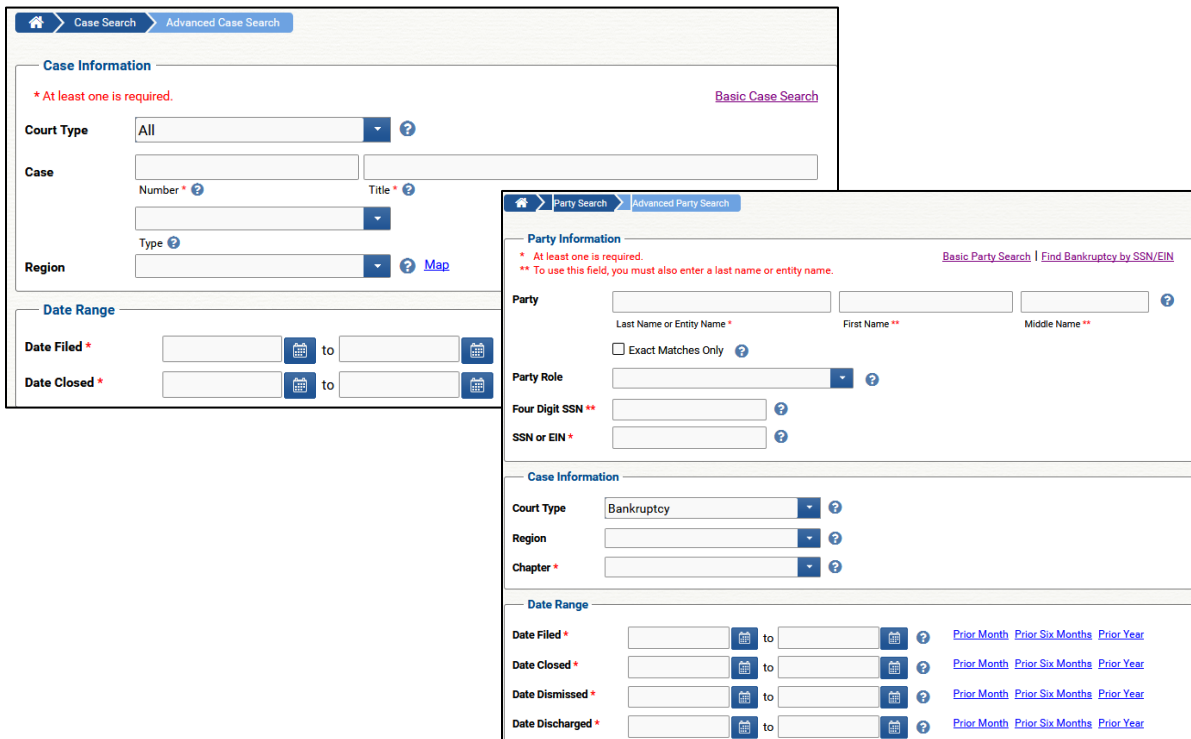
The screenshot shows the PACER Case Locator interface. At the top, there are navigation links: "New Search", "Saved Items", "Court Information", and "My Account". Below this is a search bar with "TEST ... TEST ... T" and a dropdown menu. The dropdown menu is open, showing options: "Case Search", "Party Search", "Basic", "Advanced", and "Bankruptcy Search". The "Bankruptcy Search" option is highlighted. Below the dropdown, there is a "Tax Identification Information" section with a red asterisk and the text "* Required information". There are two input fields: "SSN or EIN *" and "Party Search | Advanced Bankruptcy Search".

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. It includes a dropdown for "Court Type" set to "All", a "Case" section with "Number" and "Title" input fields, and a "Region" dropdown. Below this is the "Date Range" section with "Date Filed" and "Date Closed" fields, each with a calendar icon and a "to" field. The right screenshot is titled "Advanced Party Search" and shows the "Party Information" section. It includes a "Party" section with "Last Name or Entry Name", "First Name", and "Middle Name" input fields, and a checkbox for "Exact Matches Only". Below this is the "Party Role" dropdown, "Four Digit SSN", and "SSN or EIN" input fields. The "Case Information" section below this shows "Court Type" set to "Bankruptcy", "Region" dropdown, and "Chapter" dropdown. The "Date Range" section includes "Date Filed", "Date Closed", "Date Dismissed", and "Date Discharged" fields, each with a calendar icon and a "to" field, and links for "Prior Month", "Prior Six Months", and "Prior Year".

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 PACER Case Locator logo is on the left, and the user's name 'John Doe' with a '[logout]' link is on the right. Below the logo are navigation links: 'New Search', 'Saved Items', 'Court Information', and 'My Account'. The main content area shows 'Case Search' and 'Search Results' tabs. The search criteria are 'Case Search; Case Title: john doe' with a 'Result Count: 69'. A table of results is shown with columns for Case Title, Case Number, Court, Date Filed, and Date Closed. An 'Icon Legend' is visible on the right side of the table, listing various actions like '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', and 'Show case parties'. At the bottom left, a 'PACER Service Center' receipt is displayed, showing the user 'jcanda2015', the search description 'All Court Types Case Search', and 'Billable Pages 1 (\$0.10)'. A 'Print Receipt' link is also present.

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	

If a search yields more than 5,400 results, you will have the option to run a batch search. For more information on batch jobs, see the Batch Search section below. When a search yields fewer than 5,400 results, you can sort the information by case title, case number, court, date filed, and date closed. You may use the sort icon at the top right of the results to sort your results, or you may also select which columns to view using the table icon.

The screenshot shows the PACER Case Locator interface. At the top, there is a navigation bar with 'New Search', 'Saved Items', 'Court Information', and 'My Account'. The user 'John Doe' is logged in. The search criteria are 'Party Search; Last Name: doe; First Name: john', resulting in 5400+ results. A table of results is displayed with columns for Party Name, Case Number, Case Title, Court, Date Filed, and Date Closed. A 'PACER Service Center' receipt pop-up is visible, showing a receipt number of 10/05/2017 07:13:34 7537. An 'Icon Legend' is also present, listing various icons and their functions such as 'Save search to Saved Searches', 'Sort search results', and 'Download search results'.

Party Name	Case Number	Case Title	Court	Date Filed	Date Closed
Doe, John	0:1993pr04031	Lee Harris v. Rande Kaiser, ...		12/19/1993	01/18/1994
Doe, John	0:1993cv03955	Robert N. Roningen, et al v. L...			10/19/1994
Doe, John	0:19...				
Doe, John	0:19...				
Doe, John	0:19...				

NOTE: Sorting your results prompts a new search that likely will be billable. A notice of the fee will appear, prompting you to either continue or cancel the search.

Saved Items

Saved Searches

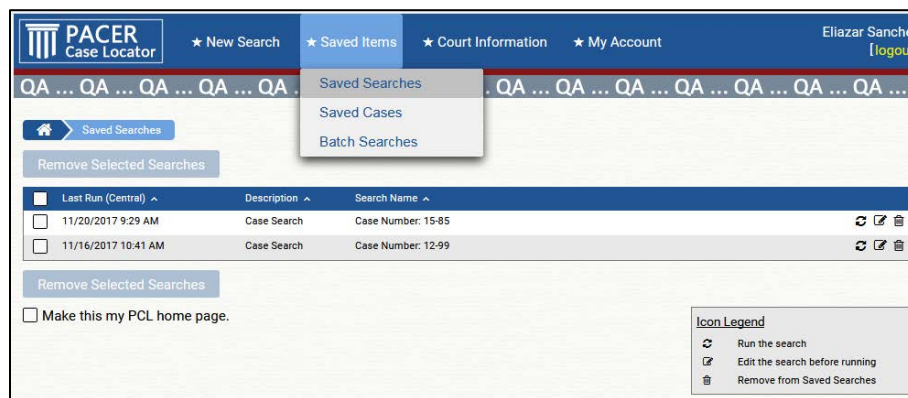
The Search Results screen gives you the option to save your searches for later use. To save your searches, select the disk icon on the Search Criteria line.



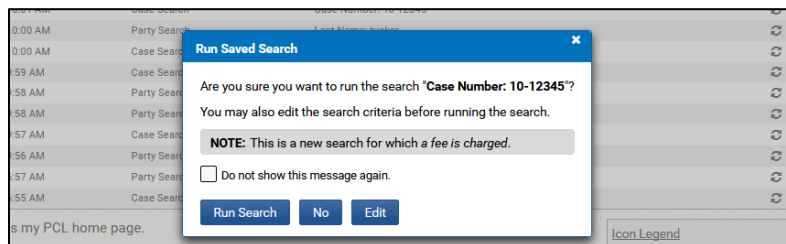
To go to your saved searches, click Saved Items on the navigation bar and select Saved Searches.

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.

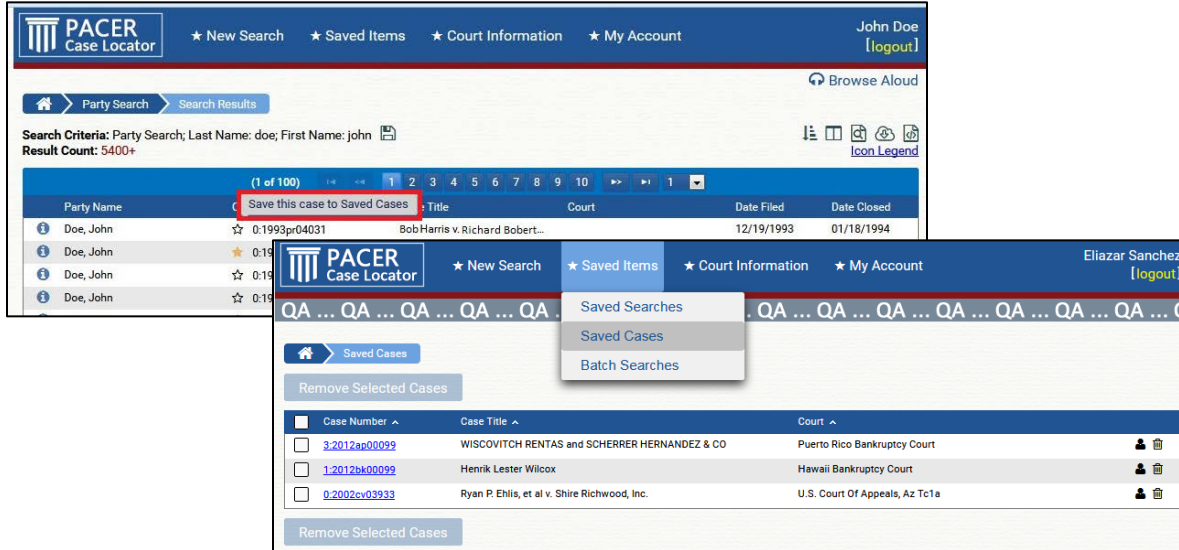


If you want to rerun the search, you will be charged a fee. There will be a notice to confirm you agree to the charges.



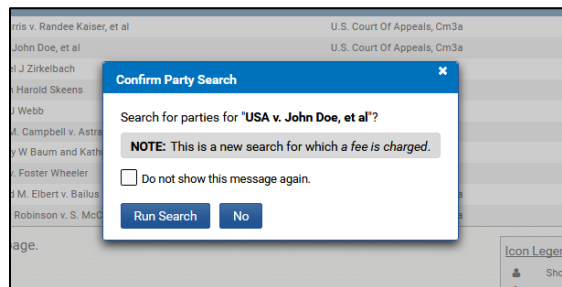
Saved Cases

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+".

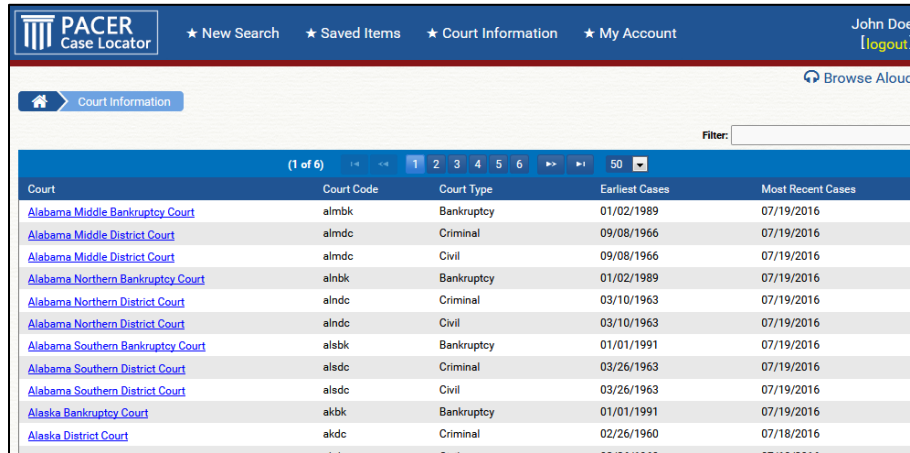
When you select the batch search icon, you may name the search for later use when you select Batch Searches from the Saved Items dropdown.

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.



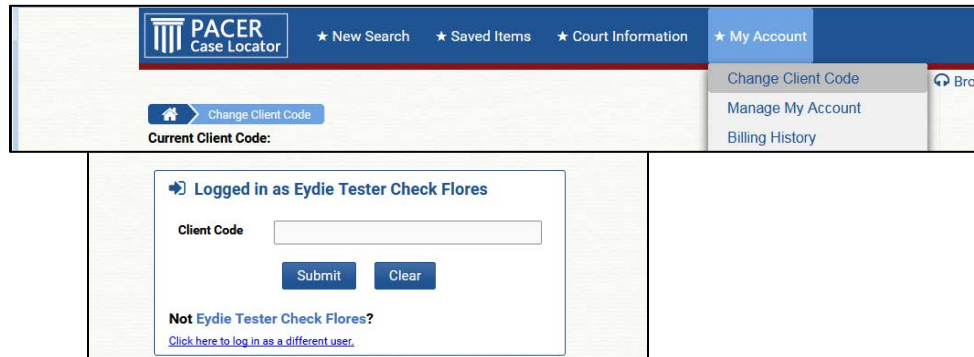
Court	Court Code	Court Type	Earliest Cases	Most Recent Cases
Alabama Middle Bankruptcy Court	almbk	Bankruptcy	01/02/1989	07/19/2016
Alabama Middle District Court	almdc	Criminal	09/08/1966	07/19/2016
Alabama Middle District Court	almdc	Civil	09/08/1966	07/19/2016
Alabama Northern Bankruptcy Court	alnbk	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:

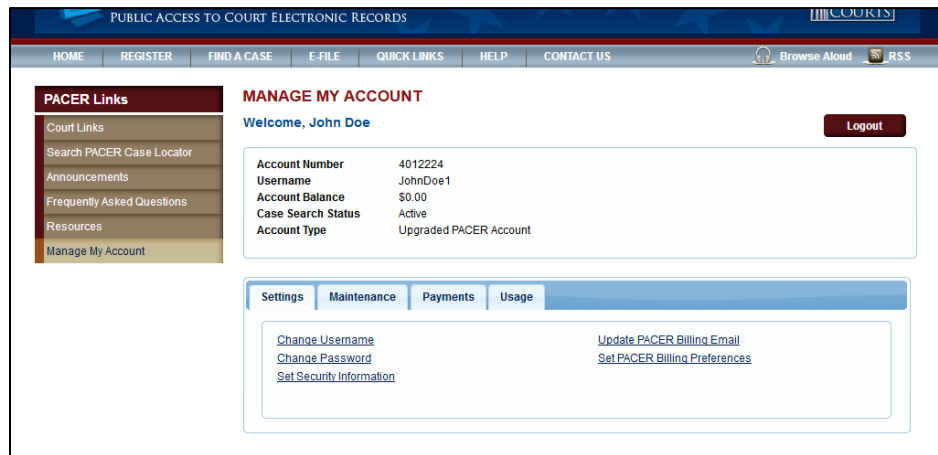
Logged in as Eydie Tester Check Flores

Client Code

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

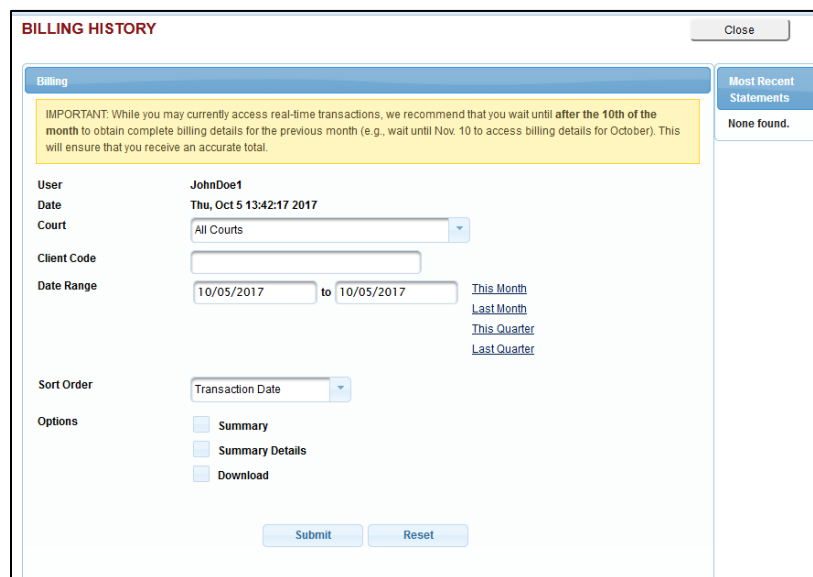
Manage My Account

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.



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.



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:

