

Query Options

Description of Query Options

The following is a list of the queries you can perform on the system.

Query	Description
Alias	Lists parties in a case who may have aliases.
Associated Cases	Lists any case listed by the filer as being associated with the case number you input. (Important: This may not be an exhaustive list since it reflects only the filer's information.)
Attorney	Lists the attorney(s) of record.
Deadline/Schedule	Queries deadlines/hearings and schedules by: document number, deadline/hearing, filed status, satisfied or terminated status.
Docket Report	Queries the docket report for cases by: Filing date, Enter date, date range and document range.
Filers	Lists the filers relevant to a case.
Party	Provides the names of the parties involved in the case along with their address and telephone numbers.
Related Transactions	Queries for any/all related transactions in a case. You can query by date, document type, and pending or terminated status. This option allows you to sort transactions by date filed or entered as well as by document number.
Status	Queries the status of the case within the Court, e.g., whether a case is on the reserve calendar, etc.

Screen Illustration of the Query Options

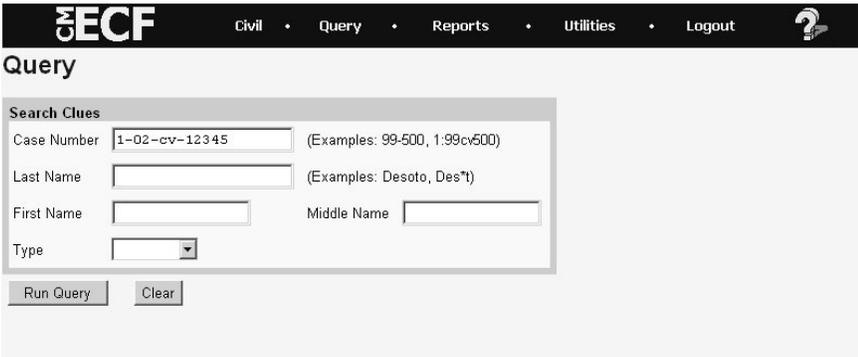
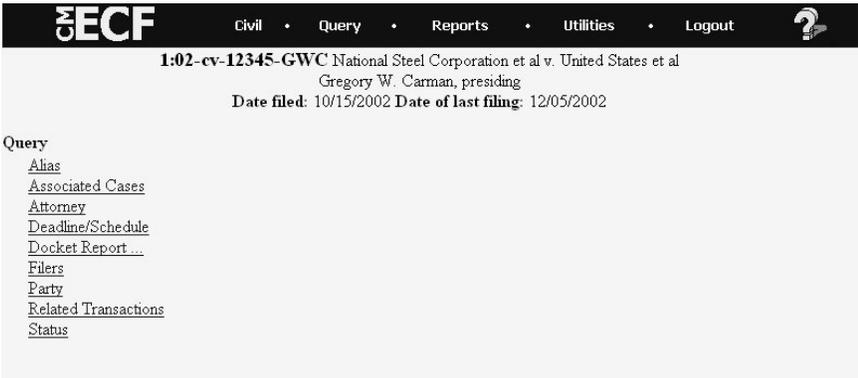
The following is a screen illustration of the **Query Options** available through the CM/ECF System.

The screenshot shows the CM/ECF system interface. At the top, there is a navigation bar with the following items: Civil, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar, the case information is displayed: 1:02-cv-12345-GWC National Steel Corporation et al v. United States et al, Gregory W. Carman, presiding. Below the case information, the date filed (10/15/2002) and the date of last filing (12/05/2002) are shown. On the left side, there is a menu titled "Query" with the following options: Alias, Associated Cases, Attorney, Deadline/Schedule, Docket Report ..., Filers, Party, Related Transactions, and Status.

Query Options, Continued

Accessing the Query Screen

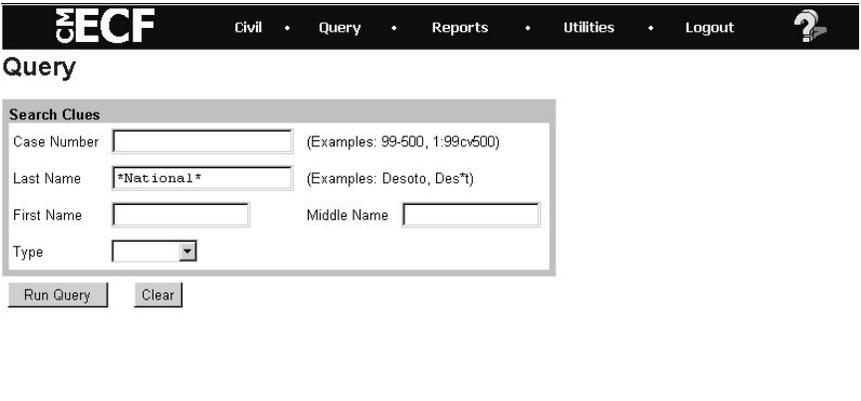
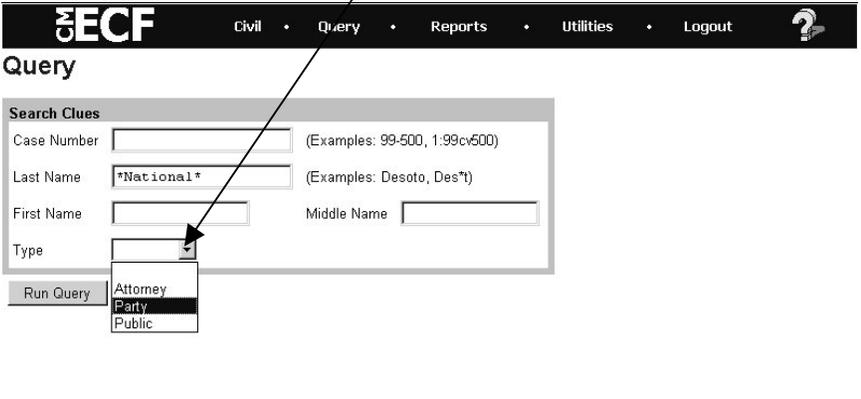
To perform queries related to cases, follow the steps outlined below:

Step	Action								
1	Click on Query from the menu bar.								
2	<p>Result: The Query screen appears on the screen.</p> 								
3	Perform your Query one of the following ways:								
	<table border="1"> <thead> <tr> <th>IF you want to query by ...</th> <th>THEN go to ...</th> </tr> </thead> <tbody> <tr> <td>case number</td> <td>Step 4</td> </tr> <tr> <td>party</td> <td>Page 1 - 3</td> </tr> <tr> <td>attorney name</td> <td>Page 1 - 6</td> </tr> </tbody> </table>	IF you want to query by ...	THEN go to ...	case number	Step 4	party	Page 1 - 3	attorney name	Page 1 - 6
IF you want to query by ...	THEN go to ...								
case number	Step 4								
party	Page 1 - 3								
attorney name	Page 1 - 6								
4	Enter the case number in the following format: yy-xxxxx.								
5	Click on Run Query								
6	<p>Result: The screen shows you the list of available queries.</p> 								

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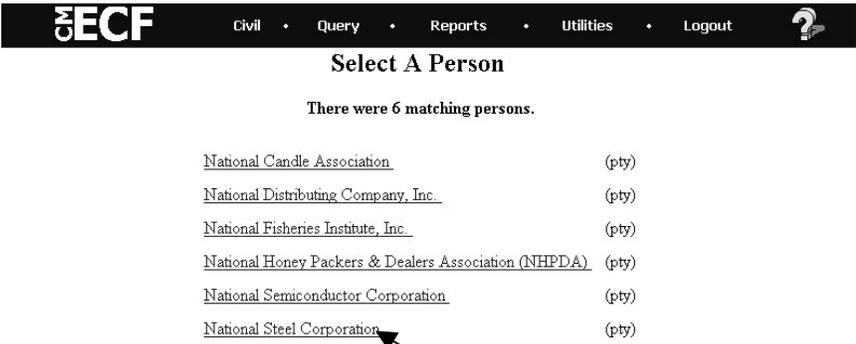
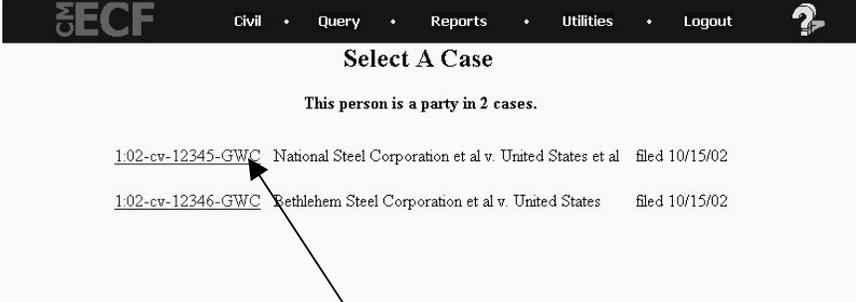
Query Options: By Party

Query Cases by Party To query cases by **party**, follow the steps outlined below.

Step	Action
1	<p>Click in the Last Name field and enter the party's name, e.g., *National*. We recommend that when searching for the last name of a party or an attorney, you should search using an asterisk (*). Wildcards, such as an asterisk (*) may be used before or within search strings. This will ensure that the system searches for all available options. Example: *National* will result in records bearing the name National Steel, National Steel Corporation, The National Steel Corporation, etc. If you do not use the *, then you need to make sure that you type the name exactly as it can be found in the system.)</p>  <p>The screenshot shows the ECF Query interface. At the top is a navigation bar with 'ECF' logo and links for 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar is the 'Query' section. Under 'Search Clues', there are four input fields: 'Case Number' (with examples 99-500, 1:99cv500), 'Last Name' (containing '*National*' with examples Desoto, Des*t), 'First Name', and 'Middle Name'. There is also a 'Type' dropdown menu. At the bottom of the search form are 'Run Query' and 'Clear' buttons.</p>
2	Click in the Type field.
3	<p>Click on the drop down arrow and select Party.</p>  <p>This screenshot is similar to the previous one, but the 'Type' dropdown menu is open, showing three options: 'Attorney', 'Party', and 'Public'. An arrow points from the text 'select Party' to the 'Party' option in the dropdown menu.</p>
4	Click on Run Query

Query Options: By Party, Continued

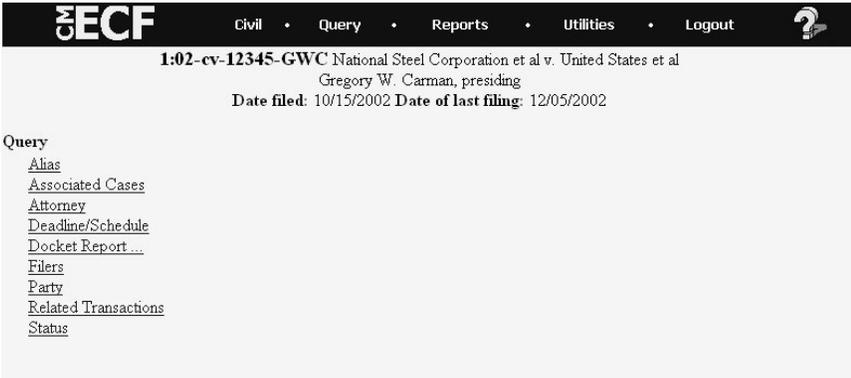
Query Cases by Party Continue with the steps outlined below to query cases by **party**.

Step	Action
5	<p>Result: The screen appears that shows you a list of parties with pending cases.</p>  <p>The screenshot shows the CM/ECF interface with a navigation bar (Civil, Query, Reports, Utilities, Logout) and a search icon. The main heading is 'Select A Person'. Below it, it states 'There were 6 matching persons.' and lists the following parties:</p> <ul style="list-style-type: none"> National Candle Association (pty) National Distributing Company, Inc. (pty) National Fisheries Institute, Inc. (pty) National Honey Packers & Dealers Association (NHPDA) (pty) National Semiconductor Corporation (pty) National Steel Corporation (pty)
6	<p>Select the party you want by clicking on the party name.</p>
7	<p>Result: A screen appears that shows the cases in which the party is participating.</p>  <p>The screenshot shows the CM/ECF interface with a navigation bar (Civil, Query, Reports, Utilities, Logout) and a search icon. The main heading is 'Select A Case'. Below it, it states 'This person is a party in 2 cases.' and lists the following cases:</p> <ul style="list-style-type: none"> 1:02-cv-12345-GWC National Steel Corporation et al v. United States et al filed 10/15/02 1:02-cv-12346-GWC Bethlehem Steel Corporation et al v. United States filed 10/15/02
8	<p>Click on the applicable case number.</p>

Continued on next page

Query Options: By Party, Continued

Query Cases by Party Continue with the steps outlined below to query cases by **party**.

Step	Action
9	<p>Result: The screen appears that shows you the list of available queries.</p>  <p>The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the case information is shown: '1:02-cv-12345-GWC National Steel Corporation et al v. United States et al', 'Gregory W. Carman, presiding', and 'Date filed: 10/15/2002 Date of last filing: 12/05/2002'. A 'Query' section is visible, listing several options: Alias, Associated Cases, Attorney, Deadline/Schedule, Docket Report..., Filers, Party, Related Transactions, and Status.</p>

Query Options: By Attorney Name

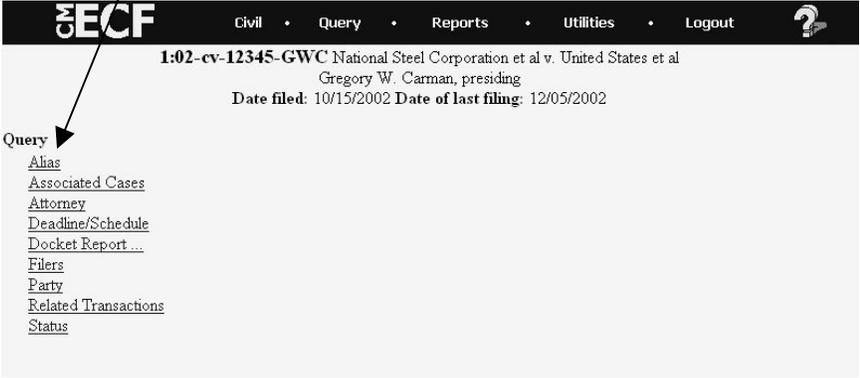
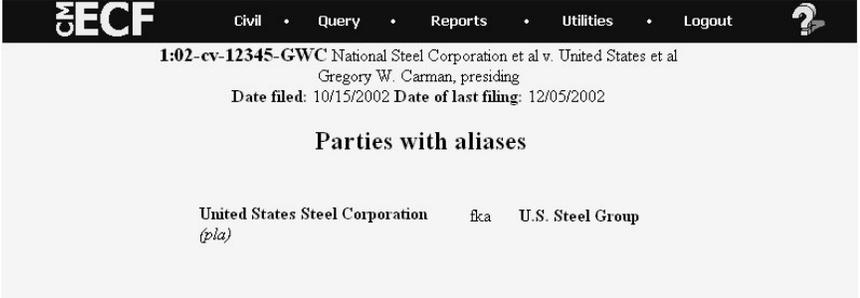
Query Cases by Attorney Name To query cases by **attorney name**, follow the steps outlined below. (**Note:** The screen illustrations for querying by attorney mirror those for querying by party found on Pages 1 - 3 to 1 - 5.)

Step	Action
1	Click in the Last Name field.
2	Enter the last name of the attorney, e.g., Johnson . We recommend that when searching for the last name of a party or an attorney, you should search using an asterisk (*). Wildcards, such as an asterisk, (*) may be used before or within search strings. This will ensure that the system searches for all available options. Example: *Johns*n will result in records bearing the name Johnson and Johnsen . If you do not use the *, then you need to make sure that you type the name exactly as it can be found in the system.
3	Click in the Type field.
4	Click on the drop down arrow and select Attorney .
5	Click on Run Query . (Result: Screen appears that shows the list of attorneys with pending cases.)
6	Click on the name of applicable attorney. (Result: Screen appears that shows the cases in which the person is a party.)
7	Click on the appropriate case number. (Result: The screen shows you the list of available queries.)

Query Options: Alias

Query for Parties with Aliases

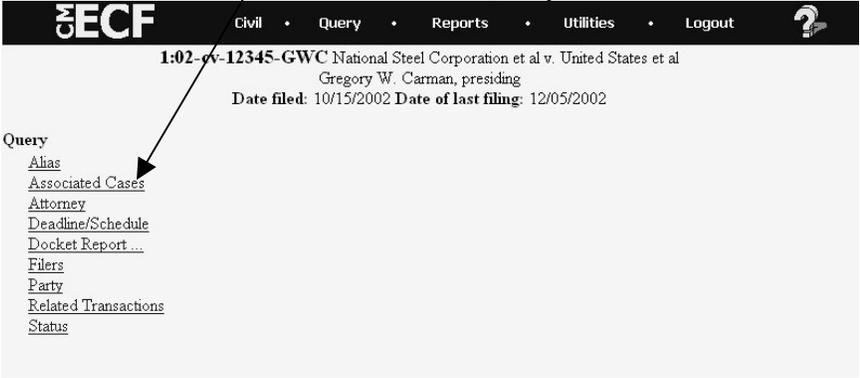
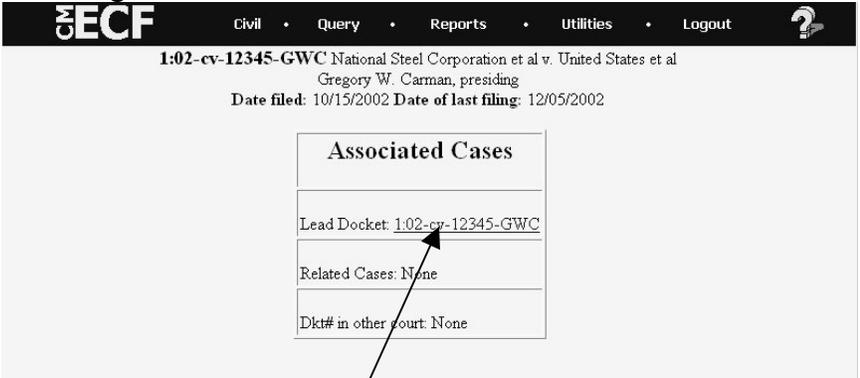
To query for parties that may have **aliases**, follow the steps outlined below. (Note: Refer to Page 1 - 2 to access the **Query** Screen.)

Step	Action
1	<p>Click on Alias from the Query submenu.</p>  <p>The screenshot shows the CM/ECF interface for case 1:02-cv-12345-GWC. The 'Query' menu is open, and 'Alias' is highlighted. Other options include Associated Cases, Attorney, Deadline/Schedule, Docket Report..., Filers, Party, Related Transactions, and Status.</p>
2	<p>Result: The screen appears that indicates parties with aliases.</p>  <p>The screenshot shows the same case page, but the 'Parties with aliases' section is displayed. It lists 'United States Steel Corporation (plc)' with the alias 'U.S. Steel Group'.</p>
3	<p>To exit out of this option, click on any other option: Query, Report, Utilities, or Logout from the menu bar.</p>

Query Options: Associated Cases

Query for Associated Cases

To query **associated cases**, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query Screen**.)

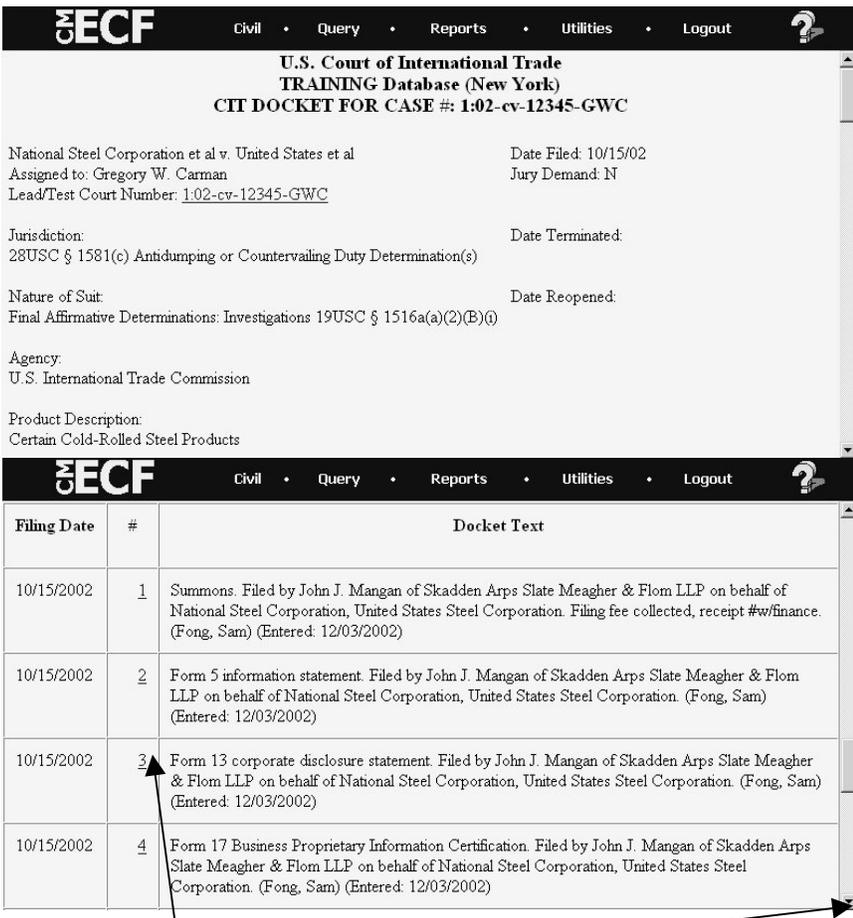
Step	Action
1	<p>Click on Associated Cases from the Query submenu screen.</p>  <p>The screenshot shows the CM/ECF interface with a navigation bar containing 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar, case information is displayed: '1:02-cv-12345-GWC National Steel Corporation et al v. United States et al Gregory W. Carman, presiding Date filed: 10/15/2002 Date of last filing: 12/05/2002'. A 'Query' menu is open, listing options: 'Alias', 'Associated Cases', 'Attorney', 'Deadline/Schedule', 'Docket Report ...', 'Filers', 'Party', 'Related Transactions', and 'Status'. An arrow points from the text 'Click on Associated Cases' to the 'Associated Cases' link in the menu.</p>
2	<p>Result: The Associated Cases screen appears that displays the following.</p>  <p>The screenshot shows the 'Associated Cases' screen with the same navigation bar and case information as above. A box titled 'Associated Cases' contains the following information: 'Lead Docket: 1:02-cv-12345-GWC', 'Related Cases: None', and 'Dkt# in other court: None'. An arrow points from the text 'Click on the case number' to the case number '1:02-cv-12345-GWC' in the 'Lead Docket' field.</p> <p>Lead Docket – Refers to consolidated cases only. Entries appear on lead docket only and not on the corresponding consolidated cases. Click on the case number to advance to the docket sheet. See the following page for a copy of the screen illustration of the docket sheet.</p> <p>Related Cases – If applicable, this option would show case numbers of those cases associated with the lead case.</p> <p>Docket in other Courts – This option is not available in CM/ECF.</p>

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Query Options: Associated Cases, Continued

Query for Associated Cases

Continue with the steps outlined below to query **associated cases**.

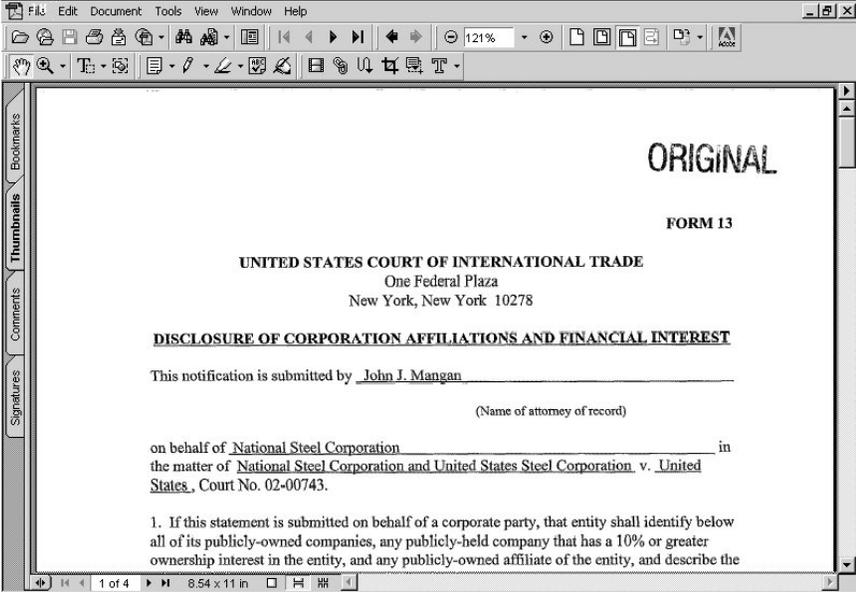
Step	Action
3	<p>Result: A copy of the docket sheet for the Lead Docket case number: 1:02-cv-12345-GWC appears on the screen.</p>  <p>Click on the down arrow to scroll through the docket sheet.</p>
4	Click on the Doc. No. to advance to the PDF version of the entered document.

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Query Options: Associated Cases, Continued

Query for Associated Cases

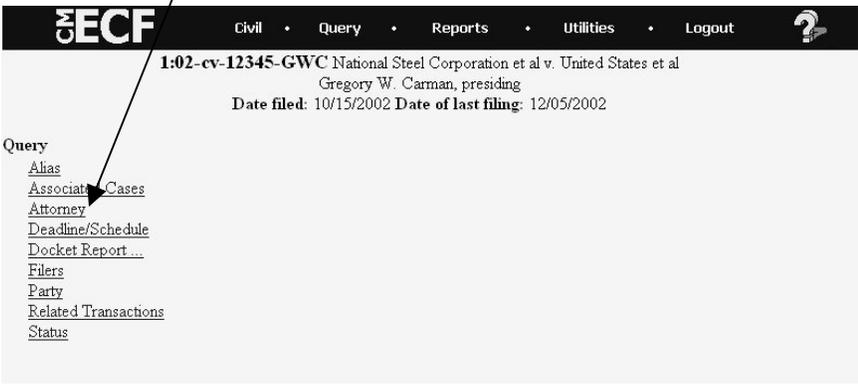
Continue with the steps outlined below to query for **associated cases**.

Step	Action
5	<p>Result: PDF version of the selected document appears on the screen.</p>  <p>The screenshot shows a PDF viewer window with a menu bar (File, Edit, Document, Tools, View, Window, Help) and a toolbar. The document content includes the following text:</p> <p style="text-align: right;">ORIGINAL</p> <p style="text-align: right;">FORM 13</p> <p style="text-align: center;">UNITED STATES COURT OF INTERNATIONAL TRADE One Federal Plaza New York, New York 10278</p> <p style="text-align: center;"><u>DISCLOSURE OF CORPORATION AFFILIATIONS AND FINANCIAL INTEREST</u></p> <p>This notification is submitted by <u>John J. Mangan</u> (Name of attorney of record)</p> <p>on behalf of <u>National Steel Corporation</u> in the matter of <u>National Steel Corporation and United States Steel Corporation, v. United States</u>, Court No. 02-00743.</p> <p>1. If this statement is submitted on behalf of a corporate party, that entity shall identify below all of its publicly-owned companies, any publicly-held company that has a 10% or greater ownership interest in the entity, and any publicly-owned affiliate of the entity, and describe the</p>
6	<p>To exit out of this option, click on any other option: Query, Report, Utilities, or Logout from the menu bar.</p>

Query Options: Attorney

Query for Attorneys

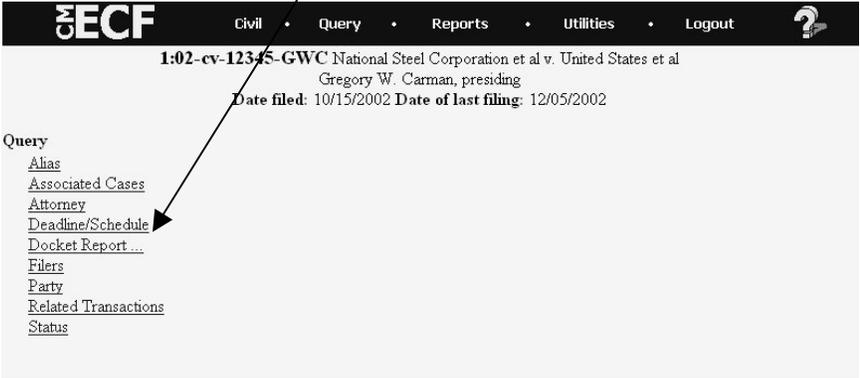
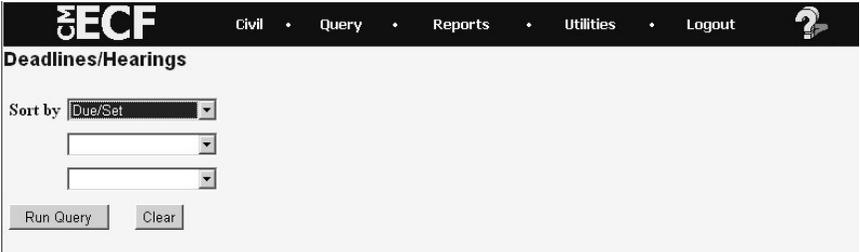
To query for **attorneys**, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query Screen**.)

Step	Action
1	<p>Click on Attorney from the Query submenu screen.</p> 
2	<p>Result: The Attorneys screen appears that lists the attorneys assigned to the case and the parties they represent.</p> 
3	<p>To exit out of this option, click on any other option: Query, Report, Utilities, or Logout from the menu bar.</p>

Query Options: Deadline/Schedule

Query for Deadline/ Schedule

To query a **deadline/schedule**, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query Screen**.)

Step	Action
<p>1</p>	<p>Click on Deadline/Schedule from the Query submenu screen.</p> 
<p>2</p>	<p>Result: The Deadlines/Hearings screen appears that provides three opportunities to select how you sort the results. Note: Disregard the second and third sort options and use the first field as the sole sort option.</p>  <p>A list and description of possible sort options appear on the following page.</p>

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Query Options: Deadline/Schedule, Continued

Query for Deadline/ Schedule

Continue with the steps outlined below to query by **deadline/schedule**.

The screenshot shows the ECF system interface for 'Deadlines/Hearings'. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout' links, along with a help icon. Below the navigation bar, the title 'Deadlines/Hearings' is displayed. The main area contains a 'Sort by' dropdown menu set to 'Due/Set'. Below this are two empty dropdown menus. At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

Sort Option	Description
Document No.	Sequential numbering of documents filed with the Court
Deadline/Hearing	List of responses due, oral arguments scheduled, etc.
Filed	Date documents were filed with the Court
Due/Set	Equivalent to Deadline/Hearing. System runs a sort of when various deadlines are due or when they were automatically set by the system.
Satisfied	System generates a sort of when motions were granted, pending deadlines met etc.
Terminated	Actions not satisfied by order, but ended through other actions, e.g., manual entry by Case Management staff.

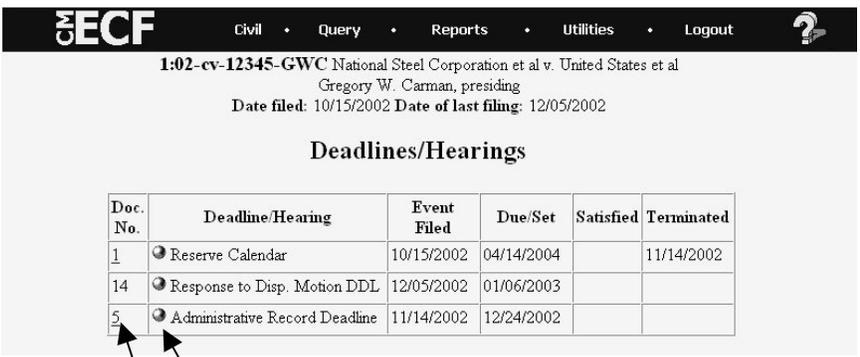
Step	Action
3	After you select the different sort options, click on Run Query .

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Query Options: Deadline/Schedule, Continued

Query for Deadline/ Schedule

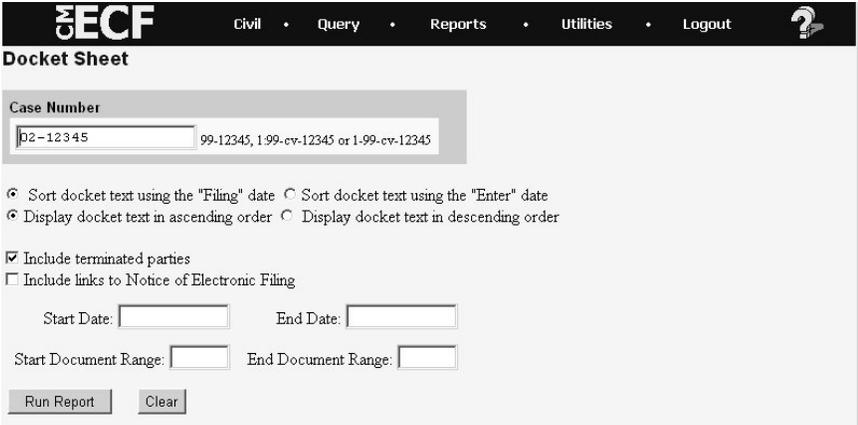
Continue with the steps outlined below to query by **deadline/schedule**.

Step	Action
4	<p>Result: The Deadlines/Hearings screen appears with entries sorted as requested.</p> 
5	Click on the button next to the Deadlines/Hearings entry to advance to the Docket Information and Related Docket Entries screen.
6	Click on the Doc. No. to advance to a copy of the PDF document filed in the case.
7	To exit out of this option, click on any other option: Query, Report, Utilities, or Logout from the menu bar.

Query: Docket Report

Query the Docket Report (Docket Sheet)

To query a **docket report (or docket sheet)**, follow the steps outlined below.
(Note: Refer to Page 1 - 2 to access the **Query** Screen.)

Step	Action
1	<p>Click on Docket Report from the Query menu.</p> 
2	<p>Result: The Docket Sheet screen appears.</p> 
3	<p>Click on the case number field. If the case number does not appear, then enter it in the following format: yy-xxxxx.</p>
4	<p>Select the preferred formats for the query: (a) Filing date (documents in the order in which they were filed) or Enter date (documents in the order in which they were entered into the system), and (b) ascending (earliest to most recent filing date) or descending (most recent to earliest filing date) order. Note: If the Filing and Enter dates are identical, then the system will not display the Enter date in the docket sheet.</p>

Continued on the next page

Query: Docket Report, Continued

Query the Docket Report (Docket Sheet)

Continue with the steps outlined below to query the **docket report (docket sheet)**.

The screenshot shows the ECF Docket Sheet interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Query, Reports, Utilities, and Logout. Below the navigation bar, the title "Docket Sheet" is displayed. The main content area contains a "Case Number" field with a text input box containing "02-12345" and a dropdown menu showing "99-12345, 1-99-cv-12345 or 1-99-cv-12345". Below the case number field, there are four radio button options for sorting and display order: "Sort docket text using the 'Filing' date", "Sort docket text using the 'Enter' date", "Display docket text in ascending order", and "Display docket text in descending order". There are also two checkboxes: "Include terminated parties" (checked) and "Include links to Notice of Electronic Filing" (unchecked). Below the checkboxes, there are four input fields for "Start Date", "End Date", "Start Document Range", and "End Document Range". At the bottom of the form, there are two buttons: "Run Report" and "Clear".

Step	Action
5	Enter a start date and ending date (if desired). Enter the date range in the following format: MM/DD/YYYY .
6	Enter the document range (equivalent to docket numbers) if desired.
7	Click on Run Report .

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Query: Docket Report, Continued

Query the Docket Report (Docket Sheet)

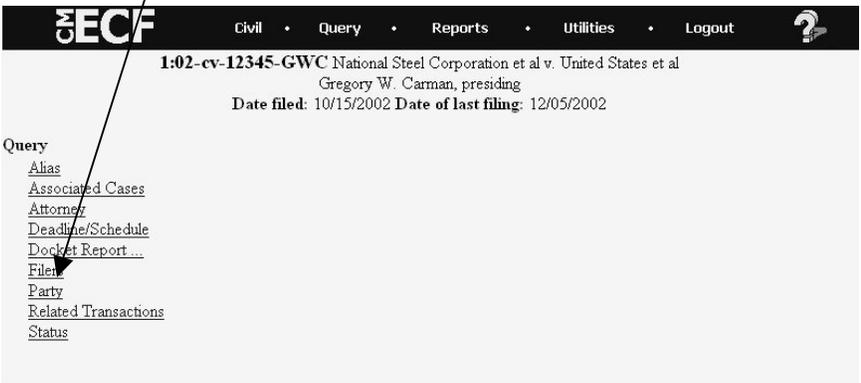
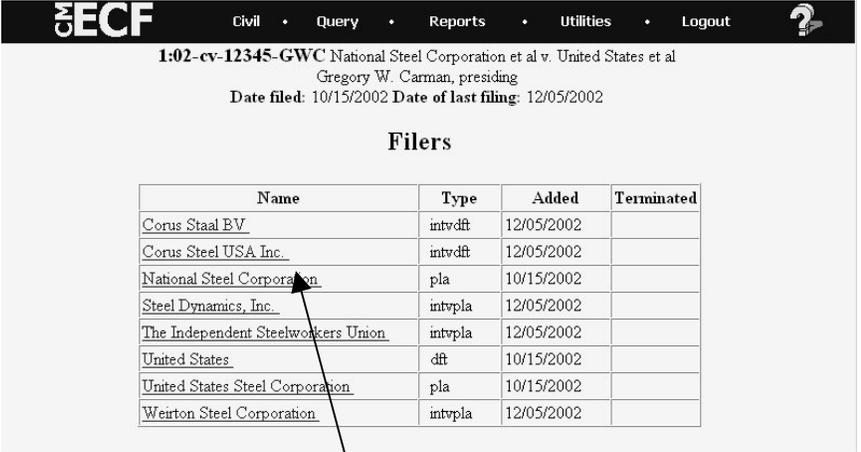
Continue with the steps outlined below to query the **docket report (docket sheet)**.

8	<p>Result: The Docket Sheet for the case appears on the screen.</p>  <p>The screenshot shows the ECF TRAINING Database interface. At the top, there is a navigation bar with 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. The main content area displays case information for 'CIT DOCKET FOR CASE #: 1:02-cv-12345-GWC'. Below the case details, there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Filing Date</th> <th>#</th> <th>Docket Text</th> </tr> </thead> <tbody> <tr> <td>10/15/2002</td> <td>1</td> <td>Summons. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. Filing fee collected, receipt #w/finance. (Fong, Sam) (Entered: 12/03/2002)</td> </tr> <tr> <td>10/15/2002</td> <td>2</td> <td>Form 5 information statement. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)</td> </tr> <tr> <td>10/15/2002</td> <td>3</td> <td>Form 13 corporate disclosure statement. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)</td> </tr> <tr> <td>10/15/2002</td> <td>4</td> <td>Form 17 Business Proprietary Information Certification. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)</td> </tr> </tbody> </table>	Filing Date	#	Docket Text	10/15/2002	1	Summons. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. Filing fee collected, receipt #w/finance. (Fong, Sam) (Entered: 12/03/2002)	10/15/2002	2	Form 5 information statement. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)	10/15/2002	3	Form 13 corporate disclosure statement. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)	10/15/2002	4	Form 17 Business Proprietary Information Certification. Filed by John J. Mangan of Skadden Arps Slate Meagher & Flom LLP on behalf of National Steel Corporation, United States Steel Corporation. (Fong, Sam) (Entered: 12/03/2002)
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9	<p>You may click on any of the Doc. No. on the screen to advance to the PDF version of the scanned document.</p>															
10	<p>Click on the down arrow to scroll through the docket sheet.</p>															
11	<p>To exit out of this option, click on any other option: Query, Report, Utilities, or Logout from the menu bar.</p>															

Query Options: Filers

Query for Filers

To query for **filers**, follow the steps outlined below.
(Note: Refer to Page 1 - 2 to access the **Query** Screen.)

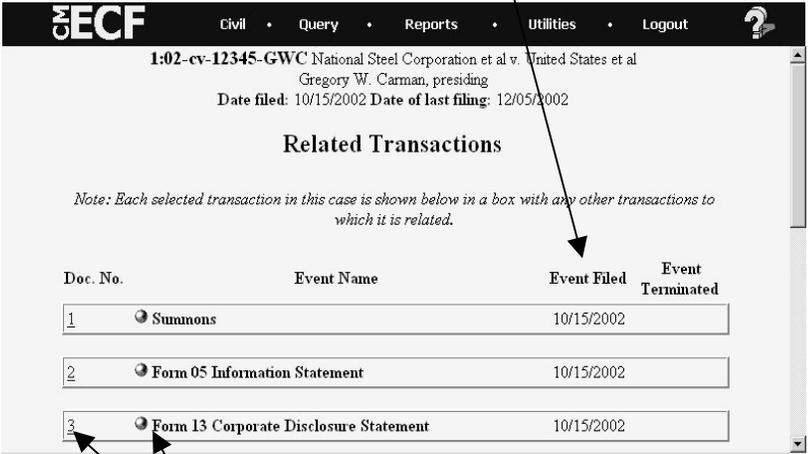
Step	Action																																				
1	<p>Click on Filer from the Query submenu screen.</p> 																																				
2	<p>Result: The Filer screen appears that lists all the filers associated with the case. The list indicates if a filer is a plaintiff or defendant, date the filer was added, and the date the filer was terminated (if appropriate).</p>  <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Added</th> <th>Terminated</th> </tr> </thead> <tbody> <tr> <td>Corus Staal BV</td> <td>intvdf</td> <td>12/05/2002</td> <td></td> </tr> <tr> <td>Corus Steel USA Inc.</td> <td>intvdf</td> <td>12/05/2002</td> <td></td> </tr> <tr> <td>National Steel Corporation</td> <td>pla</td> <td>10/15/2002</td> <td></td> </tr> <tr> <td>Steel Dynamics, Inc.</td> <td>intvpla</td> <td>12/05/2002</td> <td></td> </tr> <tr> <td>The Independent Steelworkers Union</td> <td>intvpla</td> <td>12/05/2002</td> <td></td> </tr> <tr> <td>United States</td> <td>dft</td> <td>10/15/2002</td> <td></td> </tr> <tr> <td>United States Steel Corporation</td> <td>pla</td> <td>10/15/2002</td> <td></td> </tr> <tr> <td>Weirton Steel Corporation</td> <td>intvpla</td> <td>12/05/2002</td> <td></td> </tr> </tbody> </table>	Name	Type	Added	Terminated	Corus Staal BV	intvdf	12/05/2002		Corus Steel USA Inc.	intvdf	12/05/2002		National Steel Corporation	pla	10/15/2002		Steel Dynamics, Inc.	intvpla	12/05/2002		The Independent Steelworkers Union	intvpla	12/05/2002		United States	dft	10/15/2002		United States Steel Corporation	pla	10/15/2002		Weirton Steel Corporation	intvpla	12/05/2002	
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United States Steel Corporation	pla	10/15/2002																																			
Weirton Steel Corporation	intvpla	12/05/2002																																			
3	<p>Click on the name of the filer to advance to the screen that lists the event filed.</p>																																				

Continued on next page

Query Options: Filers, Continued

Query for Filers

Continue with the steps outlined below to query for **filers**.

Step	Action																
4	<p>Result: Screen appears that lists events filed.</p>  <p>The screenshot shows the ECF interface for case 1:02-cv-12345-GWC. It lists three related transactions:</p> <table border="1"> <thead> <tr> <th>Doc. No.</th> <th>Event Name</th> <th>Event Filed</th> <th>Event Terminated</th> </tr> </thead> <tbody> <tr> <td><u>1</u></td> <td>Summons</td> <td>10/15/2002</td> <td></td> </tr> <tr> <td><u>2</u></td> <td>Form 05 Information Statement</td> <td>10/15/2002</td> <td></td> </tr> <tr> <td><u>3</u></td> <td>Form 13 Corporate Disclosure Statement</td> <td>10/15/2002</td> <td></td> </tr> </tbody> </table>	Doc. No.	Event Name	Event Filed	Event Terminated	<u>1</u>	Summons	10/15/2002		<u>2</u>	Form 05 Information Statement	10/15/2002		<u>3</u>	Form 13 Corporate Disclosure Statement	10/15/2002	
Doc. No.	Event Name	Event Filed	Event Terminated														
<u>1</u>	Summons	10/15/2002															
<u>2</u>	Form 05 Information Statement	10/15/2002															
<u>3</u>	Form 13 Corporate Disclosure Statement	10/15/2002															
5	Click on the Doc. No. to advance to the PDF version of the document filed with the Court.																
6	Click on the button next to the Event name, e.g., Form 13 Corporate Disclosure Statement to advance to the Docket Information and Related Docket Entries screen (see the screen illustration on the following page).																

Continued on next page

Query Options: Filers, Continued

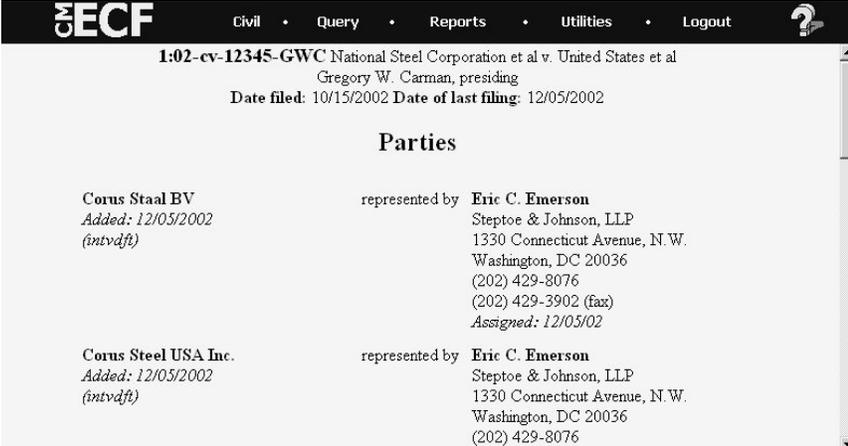
Query for Filers

Continue with the steps outlined below to query for **filers**.

Step	Action
7	<p>Result: Screen appears that shows the Docket Text information.</p>  <p>While in the Docket Text Information screen, you can click on the Doc. No. to advance to the PDF version of the document filed with the Court.</p>
8	To exit out of this option, click on any other option: Query , Report , Utilities , or Logout from the menu bar.

Query Options: Party

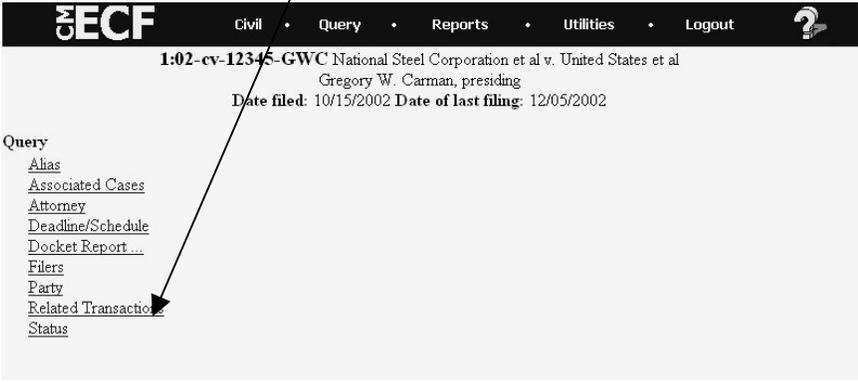
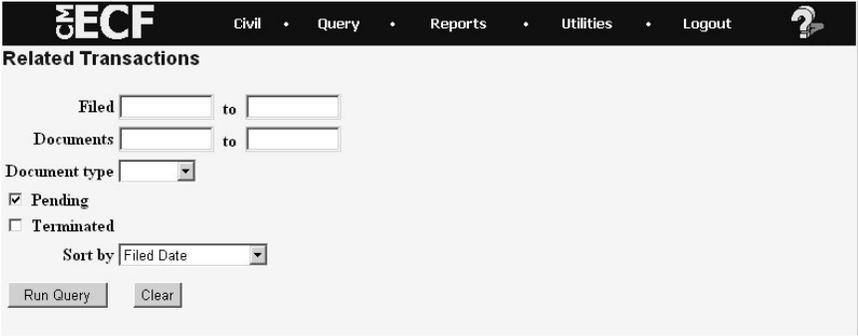
Query for a Party in a Case To query for a **party in a case**, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query Screen.**)

Step	Action
1	<p>Click on Party from the Query submenu screen.</p> 
2	<p>Result: The Parties screen appears that lists all the parties associated with the case, the attorneys representing the parties, and the date they were assigned.</p> 
3	<p>To exit out of this option, click on any other option: Query, Report, Utilities, or Logout from the menu bar.</p>

Query Options: Related Transactions

Query for Related Transactions

To run a **related transaction** query, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query** Screen.)

Step	Action
1	<p>Click on Related Transactions from the Query submenu.</p>  <p>The screenshot shows the CM/ECF interface with a navigation bar containing 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar, the case information is displayed: '1:02-cv-12345-GWC National Steel Corporation et al v. United States et al', 'Gregory W. Carman, presiding', and 'Date filed: 10/15/2002 Date of last filing: 12/05/2002'. A 'Query' section is visible with a list of links: 'Alias', 'Associated Cases', 'Attorney', 'Deadline/Schedule', 'Docket Report...', 'Filers', 'Party', 'Related Transactions', and 'Status'. An arrow points to the 'Related Transactions' link.</p>
2	<p>Result: The Related Transactions screen appears.</p>  <p>The screenshot shows the 'Related Transactions' screen with the following fields and options: 'Filed' and 'Documents' (both with input boxes and 'to' labels), 'Document type' (a dropdown menu), a checked 'Pending' checkbox, an unchecked 'Terminated' checkbox, and a 'Sort by' dropdown menu set to 'Filed Date'. At the bottom, there are 'Run Query' and 'Clear' buttons.</p>
3	<ul style="list-style-type: none"> • Enter the date range between which related transactions were filed on the case in the following format: MM/DD/YYYY; or • Enter document numbers (if known) for which there are related transactions

Continued on next page

Query Options: Related Transactions, Continued

Query for Related Transactions

Continue with the steps outlined below to run a **related transaction** query.

Step	Action
4	Select document type e.g., appeal, complaint etc. Use the drop down arrow to the right of the document type field to scroll through the list.
5	Click on either Pending or Terminated (the system default is Pending).
6	Select how you wish to run the query: by filed date (date the documents were filed with the Court), entered date (date the documents were entered into the system) or document number .
7	Click on Run Query .

Continued on next page

Query Options: Related Transactions, Continued

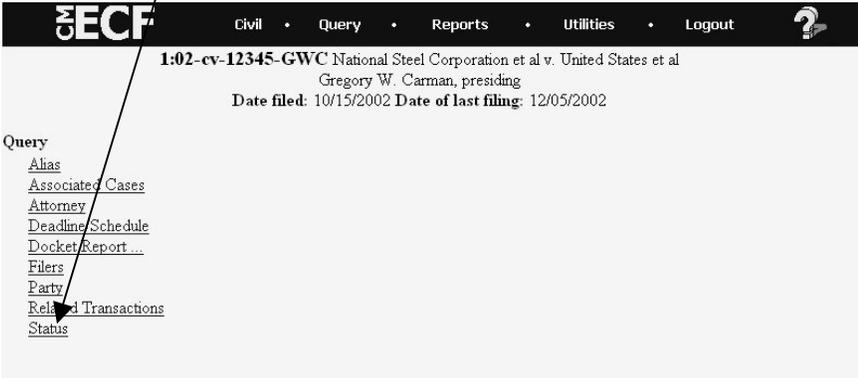
Query for Related Transactions

Continue with the steps outlined below to run a **related transaction** query.

Step	Action
8	<p>Result: The screen shows you each selected transaction in the case along with any other transaction to which it is related.</p> 
9	Click on the button next to the Event Name , e.g., Form 13 Corporate Disclosure Statement , to advance to the docket information and related docket entries.
10	Click on the Doc. No. to advance to the PDF version of the document.
11	To exit out of this option, click on any other option: Query, Report, Utilities, or Logout from the menu bar.

Query Options: Status

Query for the Status of Cases To query the **status** of a case, follow the steps outlined below. (**Note:** Refer to Page 1 - 2 to access the **Query Screen**.)

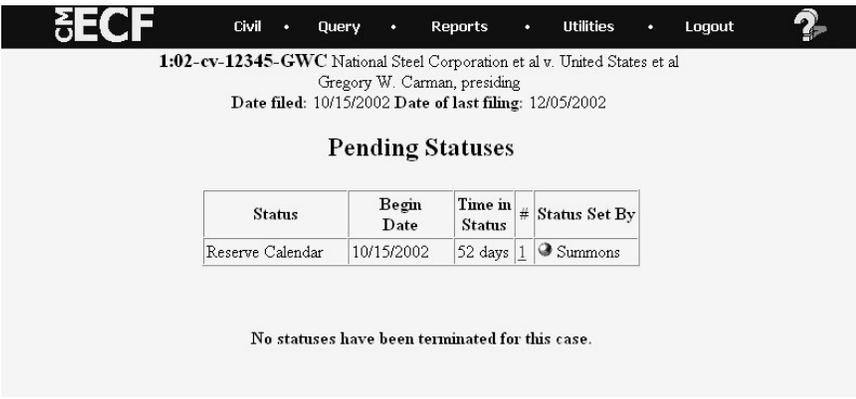
Step	Action
1	<p>Click on Status from the Query submenu screen.</p> 
2	<p>Result: The Pending Statuses screen appears that lists any pending status records for the case.</p> <p>If no pending status cases, then the following screen appears.</p>  <p>Note: The system may prompt you to click on the “here” hyperlink to view terminated statuses. If so, the terminated status screen appears that identifies the status of the case, beginning and ending date, docket number, and status set by.</p>

Continued on next page

Query Options: Status, Continued

Query for Cases with a Pending Status

To continue to query cases that have a **pending status**, follow the steps outlined below.

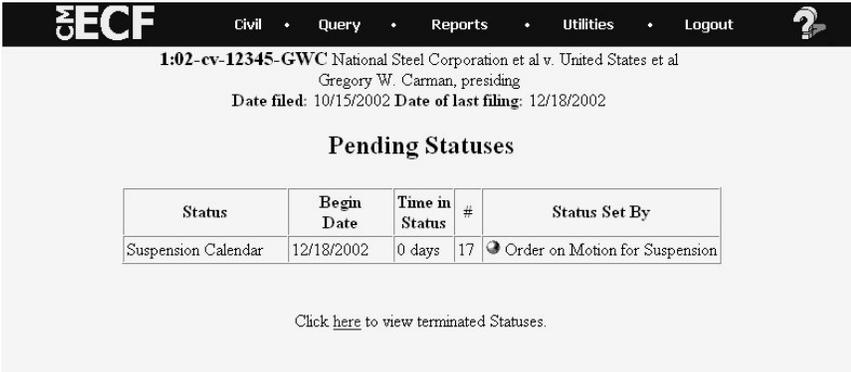
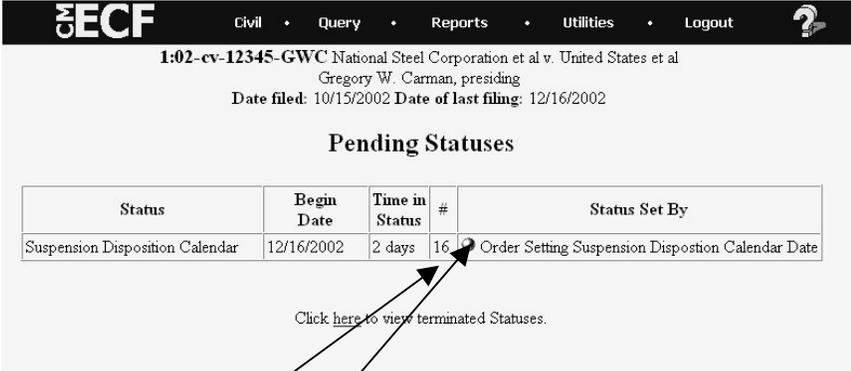
Step	Action
3	<p>For cases that do have a status associated with it, the choices include the following:</p> <ul style="list-style-type: none"> • Reserve Calendar – an action that is commenced by the filing of a Summons. An action may remain on the reserve calendar for 18 months. • Suspension Disposition Calendar – actions that are suspended under a test case are placed on the Suspension Disposition Calendar after the test case is finally determined, dismissed or discontinued. • Suspension Calendar – action that may be suspended and placed on the Suspension Calendar pending the final determination of a test case. <p>Note: Please see the screen illustrations below and on the following page for cases with pending statuses.</p>
4	<p>For cases with a Reserve Calendar pending status, the following screen appears.</p> 

Continued on next page

Query Options: Status, Continued

Query for Cases with a Pending Status

Continue with the steps outlined below to query for cases with a **pending status**.

Step	Action
<p>4 (Cont'd)</p>	<p>For cases with a Suspension Calendar pending status, the following screen appears.</p>  <p>For cases with a Suspension Disposition Calendar pending status, the following screen appears.</p> 
<p>5</p>	<p>Click on the Doc. No. to advance to the PDF version of the filed entry.</p>
<p>6</p>	<p>Click on the button next to the event, e.g., Order Setting Suspension Disposition Calendar Date to advance to the Docket Information and Related Docket Entries screen.</p>
<p>7</p>	<p>To exit out of this option, click on any other option: Query, Report, Utilities, or Logout from the menu bar.</p>

Query Options, Continued

**End of Query
Section**

In this section, we looked at the query options and the steps to run the queries. The next section of the manual addresses the reports options.
