

*U.S. District Court
for the
Southern District of Indiana*

CASE SEARCH INSTRUCTIONS

- Go to the Court's website at www.insd.uscourts.gov
- Click on 
- For civil cases opened *after* July 1, 2002, click on the [ECF/PACER Login](#) hyperlink and proceed to **STEP 1** below.

OR

For civil cases opened *prior* to July 1, 2002 and **ALL** criminal cases, click on the appropriate [Case Search](#) hyperlink. In the Case Search screen, enter the case number or party name and click 

Civil Cases Opened after July 1, 2002:	Civil Cases Opened prior to July 1, 2002:	ALL Criminal Case Information:
ECF/PACER Login	Case Search	Case Search

To VIEW or PRINT case information in CM/ECF:

 **STEP 1**

At the **Authentication** screen, enter your **PACER** login and password, then click **Login**. It is optional to enter a client code when accessing CM/ECF for the purpose of viewing case documents.

Authentication

Login:

Password:

client code:

STEP 2

Click on **Query**

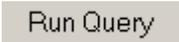


STEP 3

In the **Search Clues** screen, type the case number (if known) in the **Case Number** field using one of the formats shown below.

OR

Type the last name of a party or attorney who is involved in the case in the **Last Name** field and select the appropriate **Party** or **Attorney** option from the **Type** pull-down menu.

After entering information in the **Search Clues** screen, click 

A screenshot of the 'Query' screen. The title 'Query' is in blue. Below it is a 'Search Clues' section with a yellow background. The form contains several fields: 'Case Number' (with examples: 99-500, 1:99cv500), 'Filed Date' (with 'to' between two boxes), 'Last Entry Date' (with 'to' between two boxes), 'Nature of Suit' (a dropdown menu with options: 0 (zero), 110 (Insurance), 120 (Contract Marine)), 'Last Name' (with examples: Desoto, Des*t), 'First Name', 'Middle Name', and 'Type' (a dropdown menu with options: Attorney, Party). A 'Run Query' button is located at the bottom left of the form area.

STEP 4

If necessary, choose the desired case or party from the list provided. After selecting a case, click on the [Docket Report ...](#) hyperlink in the **Query** screen.

STEP 5

Click the **Run Report** button to view the docket for the selected case. Your PACER account will be charged 8 cents per page when viewing case docket information via CM/ECF.

STEP 6

Scroll through the docket to view case information, a list of parties and counsel, and case documents. To print a paper copy of a docket sheet that is displayed on the screen, click on the printer  icon located on the Internet browser toolbar at the top of the screen.

STEP 7

To view a document, click on the **Document Number** hyperlink, then click the **View Document** button. Your PACER account will be charged 8 cents per page when viewing case documents via CM/ECF. (NOTE: If a **Document Number** is not hyperlinked, the document is not available electronically)

Date Filed	#	Docket Text
01/06/2005	1	COMPLAINT against TRENDS INTERNATIONAL CORPORATION and TRENDS INTERNATIONAL LLC , filed by HEATHER D. KOEHLER (Carpentier, Wendy) (Entered: 01/07/2005)
01/06/2005	2	CIVIL COVER SHEET filed by HEATHER D. KOEHLER (Carpentier, Wendy) (Entered: 01/07/2005)
01/06/2005	3	MAGISTRATE JUDGE's NOTICE of Availability to Exercise Jurisdiction. (Carpentier, Wendy) (Entered: 01/07/2005)
01/06/2005	4	Summons Issued as to TRENDS INTERNATIONAL CORPORATION and TRENDS INTERNATIONAL LLC. (Carpentier, Wendy) (Entered: 01/07/2005)
01/06/2005	5	RECEIPT #102 5486 in the amount of \$ 150.00. (Carpentier, Wendy) (Entered: 01/07/2005)

To save and/or print a copy of the document that is displayed on the screen, click the **Save a Copy** button or **Print** button on the Acrobat Reader toolbar.



STEP 8

After viewing/printing a document, click the **Back** button on the browser toolbar to return to the case docket.

STEP 9

To begin a new case search, repeat steps 2-8.

OR

To end the session, click on **Logout**, then close the Internet browser by clicking on the  in the upper right hand corner of the screen.

IMPORTANT: For assistance when using PACER, please contact the PACER Service Center at (800) 676-6856 or <http://pacer.psc.uscourts.gov/>