

Quick Reference Guide

FINDING CASE INFORMATION ON PACER — DISTRICT OF CONNECTICUT

Before You Start

Office field: Leave blank

Date ranges: Always narrow your search; querying years of data at once can cause system timeouts.

Terminal digit(s): Leave blank

Case Flags/Jurisdiction: When unsure, leave blank — wrong selections can skew results.

Document numbers: Blue document numbers are clickable PDFs in docket sheets.

REMINDER: Standard PACER fees apply.

Which Tool Should I Use?

I want to...	Use this
Look up a specific case by its case number	Query → Search by Case Number
Find cases involving a specific person, business or agency	Query → Search by Last/Business Name
Look up all docket entries entered for a specific date range	Query → Search by Last Entry Date
Browse a list of civil cases by criteria (nature of suit, cause, dates, etc.)	Civil Cases Report
Browse a list of criminal cases by criteria (citation, count status, etc.)	Criminal Cases Report
Find all judgments entered in a date range using specific criteria or against a person	Judgment Index Report
Find written opinions using specific criteria, by case number or by party name	Written Opinions Report

1. Query

Best for: pulling the full docket sheet when you already know the case number, or searching by party name.

A. Search by Case Number

STEPS

1. Select **Query** from the top bar menu
2. Enter the **Case Number** → select **Find This Case**
3. Select **Run Query**
4. Select **Docket Report**
5. Choose sort order (oldest first / most recent first / document number)
6. Select **Run Report**

The full docket sheet displays. Any entry with an associated PDF shows a **blue document number** — click it to view the document.

B. Search by Specific Criteria (unknown case number)

- Case Status (open / closed / all)
- Filed date range
- Last Entry Date
- Nature of Suit
- Cause of Action
- Party name (Last, First, Middle) — check "**Exact matches only**" to limit results to cases matching search name exactly
- Type (if searching by name)

Not all fields are required to search.

STEPS

1. Select **Query** from the top bar menu
2. Enter your desired criteria above
3. Set sort order → **Run Query**
4. Select the desired case/individual → **Docket Report** → **Run Report**

2. Civil Cases Report

Best for: generating a list of civil cases matching filters (not for a single known case).

Field	Notes
Cause	Blank = all causes
Nature of Suit	Blank = all subject matters
Case Type	Blank = includes grievance & misc.; select "Civil" to exclude those. Criminal proceedings always excluded.
Jurisdiction	Leave blank if unsure
Case Flags	Leave blank unless certain — wrong flag can skew results
JPML Number	Leave blank (MDL cases only)
Open/Closed	Check one, both, or neither for all statuses
Filed	Narrow the date range

STEPS

1. Select **Reports** from the top bar menu
2. Select **Civil Cases**
3. Enter your desired criteria
4. Set sort order
5. Select **Run Report**

3. Criminal Cases Report

Best for: generating a list of criminal cases matching filters.

Field	Notes
Case Type	Blank = all criminal case types
Case Flags	Leave blank unless certain
Citation	Federal statute/section charged
Count Status	Pending vs. disposed
Include CVB Cases	"No" excludes petty offense/Central Violations Bureau cases
Pending/Terminated	Leave both unchecked for all defendants
Output Format	Always select Formatted display

STEPS

1. Select **Reports** from the top bar menu
2. Select **Criminal Cases**
3. Enter your desired criteria
4. Set sort order
5. Select **Run Report**

4. Judgment Index Report

Best for: finding judgments by case, person, or date range.

- **Case Number** — for a judgment in a specific case
- **Name** (Last/First/Middle) — for judgments against a specific person
- **Judgment Date Range** — narrow to avoid timeouts

STEPS

1. Select **Reports** from the top bar menu
2. Select **Judgment Index**

3. Enter your desired criteria
4. Set sort order
5. Select **Run Report**

5. Written Opinions Report

Best for: finding written opinions by case, person, or subject matter.

Field	Notes
Case Number / Name	Optional filters
Nature of Suit / Cause	Blank = all
Case Type	Blank = all types
Case Flags	Leave blank unless certain
Filed	Narrow the date range
Summary vs. Full docket text	Summary = condensed; Full = includes complete docket text in description
View Multiple Documents	Check to enable checkboxes for bulk download/view

STEPS

1. Select **Reports** from the top bar menu
2. Select **Written Opinions**
3. Enter your desired criteria
4. Set sort order
5. Select **Run Report**