

## OFFICE HOURS & LOCATIONS

All Divisional Offices are Open  
Monday - Friday except Federal Holidays

### Dallas

1100 Commerce Street, Room 1254  
Dallas, TX 75242  
8:30 a.m. - 4:30 p.m.

### Amarillo

624 S. Polk Street, # 100  
Amarillo, TX 79101  
8 a.m. - 4 p.m.

### Fort Worth

501 W. 10th Street, Room 147  
Fort Worth, TX 76102  
8:30 a.m. - 4:30 p.m.

### Lubbock

1205 Texas Avenue, Room 306  
Lubbock, TX 79401  
8 a.m. - 4 p.m.

## ACCEPTABLE FORMS OF PAYMENT

All documents submitted to the U.S. Bankruptcy Court Northern District of Texas must be submitted through the court's electronic case filing system (ECF). Electronic filers will be assessed a fee at time of filing and pay via credit card. For Pro Se filers, the court will accept cash, money orders, bank cashier's checks, traveler's checks, and checks from attorneys or law firms. Personal checks, two-party checks, and post-dated checks will not be accepted. Checks should be made payable to Clerk, U.S. Bankruptcy Court.

## CERTIFICATION OF DOCUMENTS

Only court-employed deputy clerks are authorized to certify documents. There is a \$9.00 certification fee per document.

## PETITION PACKAGES

The Clerk's Office does not provide forms for filing new petitions. Packages of the official forms can be downloaded from the court's website (see back cover) or purchased from legal stationery or office supply stores.

## LOCAL BANKRUPTCY RULES

Copies of the Local Bankruptcy Rules, Administrative Procedures for ECF, and General Orders are available via the court's website and on PACER.

## MEDIATION PROGRAM

In an effort to provide litigants with a way to resolve their disputes more promptly, at less cost, and to their mutual satisfaction, the court implemented the "Bankruptcy Mediation Program." For more information on this alternative dispute resolution program, contact the chambers of the judge assigned to your case.

## COPY SERVICES

The Clerk's Office charges a fee of \$.10 per page for copies of electronic documents. Arrangements have also been made with an outside contract copy service in the Dallas Division. For current fee information, contact AOS Copy Service at 214/752-2212. For information on copy services in the other divisions, contact the appropriate Clerk's Office.

## FEDERAL RECORDS CENTER

Cases that are filed pre-ECF and closed post-ECF are maintained by the Federal Records Center (FRC) in Fort Worth. To view a file, call the FRC at 817/831-5900. Closed case files may be viewed at the FRC, or, for a fee, the file can be sent to the Clerk's Office. The FRC will require the following information to retrieve a case file: city where court is located, accession number, location number, style of the case, case number, and agency box number. This information can be obtained by contacting the Clerk's Office where the case was closed.

## FEE SCHEDULE\*

### *New Petition*

Chapter 7	\$209.00
Chapter 9	\$839.00
Chapter 11 (Non-railroad)	\$839.00
Chapter 11 (Railroad)	\$1,039.00
Chapter 13	\$194.00
Section 304	\$839.00

### *Case Reopening\*\**

Chapter 7 and 13	\$155.00
Chapter 11 (Non-railroad)	\$800.00
Chapter 11 (Railroad)	\$1,000.00

### *Case Conversions*

Convert Chapter 7 to Chapter 13	No Fee
Convert to Chapter 11	\$645.00
Convert to Chapter 7	\$15.00

### *Amendments*

Schedules D, E, and/or F	\$26.00
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### *Motions*

Seeking Relief from Stay	\$150.00
Compel Abandonment of Property	\$150.00
Withdrawal of Reference	\$150.00

### *Other*

Appeals	\$255.00
Cross-Appeals	\$255.00
Adversary Complaints	\$150.00
Certifications/Exemplifications	\$9.00/\$18.00
Copies of electronic documents (per page)	\$.10
Copies of paper documents (per page)	\$.50
Registration of Judgment from Another District	\$39.00

\* See <http://www.txnb.uscourts.gov> for complete fee schedule.

\*\* The court must collect this fee unless the reopening is to correct an administrative error or for actions related to the debtor's discharge.

## TELEPHONE DIRECTORY

### Dallas

#### **Chief Judge Steven A. Felsenthal**

Judicial Assistant ..... 214/753-2040  
Law Clerk ..... 214/753-2042  
Courtroom Deputy ..... 214/753-2046

#### **Judge Barbara J. Houser**

Law Clerk ..... 214/753-2055  
Law Clerk ..... 214/753-2056  
Courtroom Deputy ..... 214/753-2059

#### **Judge Harlin D. Hale**

Judicial Assistant ..... 214/753-2016  
Law Clerk ..... 214/753-2017  
Courtroom Deputy ..... 214/753-2060

#### **Judge Harold C. Abramson**

Courtroom Deputy ..... 214/753-2052

#### **Clerk's Office**

General Information ..... 214/753-2000  
Wichita Falls Cases Only ..... 940/767-1902  
ECF Help Desk Dallas/Ft. Worth .. 800/442-6850

### Amarillo

#### **Judge Robert L. Jones**

Judicial Assistant ..... 806/472-5020  
Law Clerk ..... 806/472-5021  
Courtroom Deputy ..... 806/472-5006

#### **Clerk's Office**

General Information ..... 806/324-2302

### Fort Worth

#### **Judge Michael Lynn**

Judicial Assistant ..... 817/333-6020  
Law Clerk ..... 817/333-6022  
Law Clerk ..... 817/333/6024  
Courtroom Deputy ..... 817/333-6016

#### **Judge Barbara J. Houser**

Law Clerk ..... 817/333-6025  
Law Clerk ..... 817/333-6028  
Courtroom Deputy ..... 214/753-2059

#### **Clerk's Office**

General Information ..... 817/333-6000

### Lubbock

#### **Judge Robert L. Jones**

Judicial Assistant ..... 806/472-5020  
Law Clerk ..... 806/472-5021  
Courtroom Deputy ..... 806/472-5006

#### **Clerk's Office**

General Information ..... 806/472-5000  
ECF Help Desk (Abilene, Amarillo  
Lubbock, San Angelo) ..... 800/796-8262

### AUTOMATED INFORMATION

#### **Court Website**

General information, hearing calendars, job openings, Local Bankruptcy Rules, attorney information, forms, opinions, and information on electronic case filing are available on the court's website:

<http://www.txnb.uscourts.gov>

#### **Public Access to Court Electronic Records**

Public Access to Court Electronic Records (PACER) allows access to case information using a personal computer with Internet access. Dockets, pleadings, and case/party information can be reviewed on-line and downloaded to a PC. PACER subscribers can access bankruptcy court and district court case information from across the nation. To subscribe to PACER and for fee information, see the court's website at <http://www.txnb.uscourts.gov/pacer>.

#### **Voice Case Information System**

General case information, such as case number, filing date, assigned judge, and case status, is available from any touch-tone telephone through the Voice Case Information System (VCIS). VCIS has district-wide case information. See the court's website at <http://www.txnb.uscourts.gov/pacer/#vcis> for more information.

## U.S. BANKRUPTCY COURT NORTHERN DISTRICT OF TEXAS



### PUBLIC SERVICE INFORMATIONAL BROCHURE

TAWANA C. MARSHALL  
CLERK OF COURT

Revised June, 2004