



This guide contains information regarding changes to CM/ECF events and procedures submitted by Clerk’s Office staff through the Process Modification Request (PMR) process.

If you have any questions or need further assistance docketing events, contact the ECF Help Desk at (800) 442-6850.

Filing resources, including Federal and Local Rules, the ECF User Manual and online help is located on the Court’s website: <http://www.txnb.uscourts.gov/>.

**The effective date is Saturday, October 1, 2016.**

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## CM/ECF Changes & Updates

*This section includes information regarding changes and updates to CM/ECF events, menus and the way the system processes information.*

The United States Bankruptcy Court for the Northern District of Texas has entered General Order 2016-01, Standing Order Concerning All Chapter 13 Cases. Unless otherwise ordered by the Court in a given case or cases, General Order 2016-01 shall be effective as of October 1, 2016. To comply with the changes as outlined in General Order 2016-01, CM/ECF has been modified with the following events:

### **Motion to Designate Debtor as a Conduit Debtor**

New event found under **Bankruptcy Events > Motions/Applications > Designate debtor as a conduit debtor**. This event may be used by a debtor not required to be a conduit debtor wishing to join the conduit program.

### **Motion to Relieve Debtor from Conduit Program**

New event found under **Bankruptcy Events > Motions/Applications > Relieve debtor from conduit program**. This event may be used by a debtor who seeks relief from entering the conduit program or wishes to exit the conduit program.

### **Motion to Approve Post-Petition Fees, Expenses and Charges**

New event found under **Bankruptcy Events > Motions/Applications > Approve post-petition fees, expenses and charges**. May be filed if there are no objections to the Notice of Post-Petition Fees, Expenses and Charges. Subsequent order shall include specific fees, expenses and charges to approve.

### **Motion to Determine Mortgage Fees and Expenses**

Existing event found under **Bankruptcy Events > Motions/Applications > Determine mortgage fees and expenses**. May be filed if there are objections to the Notice of Post-Petition Fees, Expenses and Charges. Subsequent order shall include specific fees, expenses and charges to approve.

### **Notice of Transfer of Servicing or Name Change**

New event found under **Bankruptcy Events > Claim Actions > Notice of transfer of servicing or name change** and **Bankruptcy Events > Notices > Notice of transfer of servicing or name change**. In the event there is a change in the name of the Mortgage Lender and/or the servicer for the Mortgage Lender and/or the address to which disbursements to the Mortgage Lender are to be sent, the Mortgage Lender shall file with the Court and serve on the Trustee, the Conduit Debtor and the Debtor's Counsel a notice substantively conforming with the Notice of Transfer of Servicing or Change of Address (BTXN224)

### **Notice of Plan Payment Adjustment**

New event found under **Bankruptcy Events > Trustee/US Trustee > Notice of plan payment adjustment**. In the event the Current Post-Petition Mortgage Payment changes during the term of the Plan or Plan Modification, the Mortgage Lender shall file a Notice of Payment Change by Mortgage Lender. After receiving same, the Trustee may send a Notice of Plan Payment Adjustment to the Conduit Debtor, Debtor's Counsel and the Mortgage Lender.

### **Notice to Reserve Funds**

New event found under **Bankruptcy Events > Notices > Notice to reserve funds** and **Bankruptcy Events > Trustee/US Trustee > Notice to reserve funds**. When filed by anyone other than the Trustee, form BTXN223 must be used. If any other form is used, event shall be marked as an Incorrect Entry.

### **Authorization for Adequate Protection Disbursement (AAPD)**

New event found under **Bankruptcy Events > Miscellaneous > Authorization for adequate protection disbursement**. Unless otherwise ordered by the Court, within 14 days of the Petition Date or Conversion Date, the Debtor shall file and serve on all scheduled creditors (unless service is made by the Clerk), an AAPD in a form prescribed by the Trustee.

## Form Updates

*This section includes information regarding changes to Local Bankruptcy Forms.*

### **Debtor's Chapter 13 Plan**

BTXN222 - This form is required beginning October 1, 2016. If any other form is filed as the Debtor's plan, event shall be marked as an Incorrect Entry and a notice of deficiency issued.

### **Notice to Reserve Funds**

BTXN223 - This form is required for non-Trustee filers. If form is not used by a non-Trustee filer when filing the Notice to Reserve Funds, event will be marked as an Incorrect Entry.

### **Notice of Transfer of Servicing or Name Change or Change of Address**

BTXN224 - This form may be used or a notice substantively conforming with this notice.