



This guide contains information regarding a change to ECF events 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 Monday, December 30, 2013.

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ECF Changes & Updates

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

Power of Attorney

A new event, Power of Attorney ([Bankruptcy > Miscellaneous > Power of Attorney] and [Adversary > Miscellaneous > Power of Attorney]) has been created (see Figure 1).

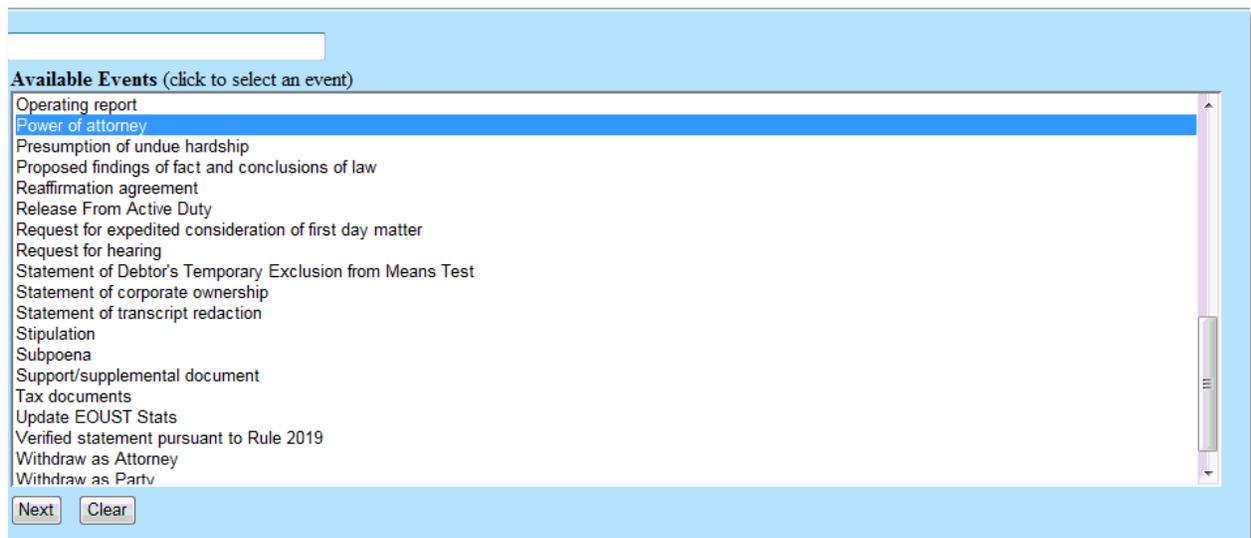


Figure 1

When docketing a power of attorney, link the document(s) to related events and enhance the docket text to state the name of the party authorized to represent or act on another's behalf (see Figure 2).

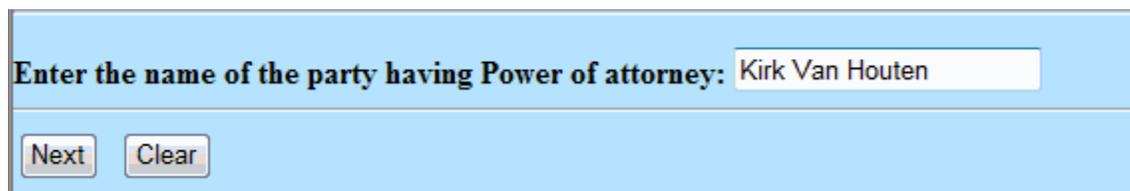
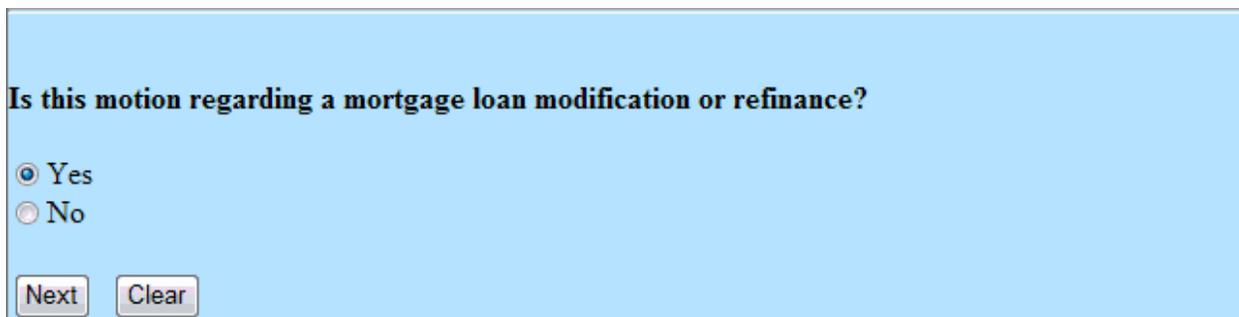


Figure 2

Motion to Borrow/Incur Debt

The Motion to Borrow/Incur Debt event has been modified ([Bankruptcy > Motions/Applications > Borrow/Incur debt]). When docketing a motion to

borrow/incur debt, filers are prompted to identify if the motion is regarding a mortgage loan modification or refinance (see Figure 3).



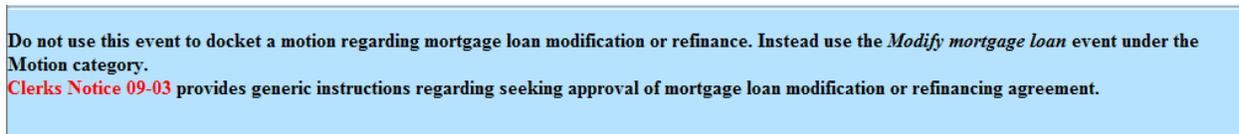
Is this motion regarding a mortgage loan modification or refinance?

Yes
 No

Next Clear

Figure 3

If a filer selects “Yes”, you are directed to docket the appropriate event; review the prompt regarding the use of the correct event (see Figure 4).



Do not use this event to docket a motion regarding mortgage loan modification or refinance. Instead use the *Modify mortgage loan* event under the Motion category.
Clerks Notice 09-03 provides generic instructions regarding seeking approval of mortgage loan modification or refinancing agreement.

Figure 4

Notice of Dismissal or Stipulated Dismissal in an Adversary Proceeding

Pursuant to Rule 7041, the Notice of Dismissal or Stipulated Dismissal in an Adversary Proceeding event has been modified ([**Adversary > Notices > Notice of Dismissal or Stipulated Dismissal in and Adversary Proceeding**]). Filers are unable to docket this event if the nature of suit of the adversary proceeding is 727 Objection/revocation of discharge (see Figure 5).



ERROR - DO NOT CONTINUE. YOU CAN NOT USE THIS EVENT TO DISMISS A 727 ACTION. YOU MUST FILE A MOTION TO DISMISS ADVERSARY PROCEEDING. CONTACT THE HELP DESK FOR ASSISTANCE AT 214-753-2600 or 800-442-6850.

Figure 5

Declaration of Bankruptcy Petition Preparer

The Declaration of Bankruptcy Petition Preparer event has been modified ([**Bankruptcy > Miscellaneous > Declaration by BPP**]) to allow for electronic

docketing and the entry visible to court and trustee staff only in order to protect private information.

Motion to Modify Mortgage Loan

The Motion to Modify Mortgage Loan event has been modified ([**Bankruptcy > Motions/Applications > Modify Mortgage Loan**]). The prompt is modified to remind filers the motion is subject to dismissal if it is not in compliance with **all** requirements outlined in Clerk's Notice 09-03 (see Figure 6).

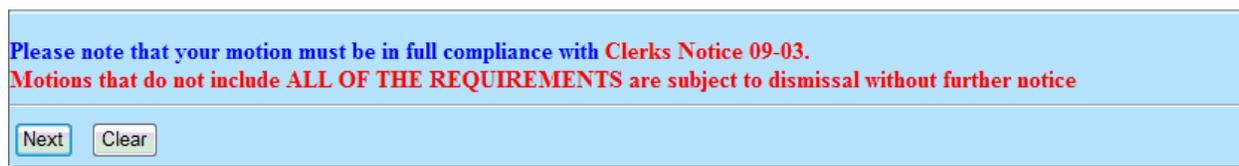


Figure 6

Debtor's Certification and Motion for Entry of Chapter 13 Discharge

The event, Debtor's Certification and Motion for Entry of Chapter 13 Discharge ([**Bankruptcy > Motions/Applications > Debtor's Certification and Motion for Entry of Chapter 13 Discharge**]), has been modified. Filers are unable to proceed if the Financial Management event is not docketed prior to the motion being filed.

Judge-Specific Paper Copy Requirements

Several events related to judge-specific paper copy requirements have been modified. Upon docketing, thoroughly review **all** prompts and the [Attorney Desk Reference](#) located on our website to ensure paper copies of particular documents are submitted to chambers. For your convenience, please review the following list of events regarding judge-specific paper copy requirements:

Chief Judge Barbara J. Houser

- Chapter 9 or Chapter 11 Plan of Reorganization;
- Disclosure Statement;
- Motion for Summary Judgment;
- Application for Compensation and/or Reimbursement of Expenses; and
- Motion to Dismiss pursuant to Fed. R. Bankr. P. 7012.

Judge Robert L. Jones

- Chapter 9 or Chapter 11 Plan of Reorganization;
- Disclosure Statement;
- Motion for Summary Judgment and Response to Motion for Summary Judgment and any appendices of summary judgment evidence;
- Application for Compensation and/or Reimbursement of Expenses;
- Motion to Dismiss pursuant to Fed. R. Bankr. P. 7012; and
- All Memoranda of Law.

Judge D. Michael Lynn

- Chapter 9 or Chapter 11 Plan of Reorganization;
- Disclosure Statement;
- Motion for Summary Judgment;
- Application for Compensation and/or Reimbursement of Expenses;
- Motion to Dismiss pursuant to Fed. R. Bankr. P. 7012; and
- All Memoranda of Law.

Judge Harlin D. Hale

- Motion for Summary Judgment and Response to Motion for Summary of Judgment and any appendices of summary judgment evidence.

Judge Russell F. Nelms

- Chapter 9 or Chapter 11 Plan of Reorganization;
- Disclosure Statement;
- Motion for Summary Judgment and Response to Motion for Summary of Judgment and any appendices of summary judgment evidence;
- Application for Compensation and/or Reimbursement of Expenses; and
- Motion to Dismiss pursuant to Fed. R. Bankr. P. 7012.

Judge Stacey G. C. Jernigan

- Chapter 9 or Chapter 11 Plan of Reorganization;
- Disclosure Statement;
- Motion for Summary Judgment and Response to Motion for Summary of Judgment and any appendices of summary judgment evidence;
- Application for Compensation and/or Reimbursement of

- Expenses;
- Motion to Dismiss pursuant to Fed. R. Bankr. P. 7012; and
Any pleadings, including attachments, over 150 pages

Financial Management Certificate (batch) event

Pursuant to an amendment to Rule 1007(b) (7), approved Financial Management Course providers may file a Financial Management Certificate of Completion on behalf of a debtor as a single document or in multiples. A new batch event has been created for Financial Management Course Providers ([**Personal Financial Management Certificate > Financial Management Course (batch)**]) to docket multiple certificates at one time (see Figure 7 and 8).

File a Personal Financial Management Course Certificate:

Case Number or Numbers	
13-30119	Find This Case
13- 30107	Find This Case
12-30156	Find This Case
13-30125	Find This Case
13-30188	Find This Case
13-30144	Find This Case

Next Clear

Figure 7

File a Personal Financial Management Course Certificate:

DO NOT use this event to docket the Certificate of Credit Counseling

13-30119-hdh13 Marcy D'Arcy and Jefferson D'Arcy	Browse...
13-30125-bjh7 Samuel B. Adammms and Susan B. Adammms	Browse...
12-30156-bjh7 Milhouse Van Houten	Browse...
13-30188-sgj13 Eric Draven and Sara Draven	Browse...
13-30144-sgj7 Samuel B. Adammms and Susan B. Adammms	Browse...

Next Clear

Figure 8