



This guide contains information regarding changes to 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 Tuesday, February 18, 2014.

ECF Changes & Updates	2
REMINDER: Declaration for Electronic Filing event	2
Order Approving Modification of Plan (Tax Refund)	3
Tips & Tricks	4
Notice to Individual Consumer Debtor(s)	4
Avoid Filing Mistakes	4



ECF Changes & Updates

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

REMINDER: Declaration for Electronic Filing event

Effective Thursday, January 2, 2014, pursuant to revisions to the [Administrative Procedures for the Filing, Signing, and Verifying of Documents by Electronic Means in Texas Bankruptcy Courts](#), filers must electronically file Declaration (s) for Electronic Filing in our district. As a result, Forms BTXN 169, 170 and 171 have been updated, and a new event, Declaration for Electronic Filing (**[Bankruptcy > Miscellaneous > Declaration for Electronic Filing]**), has been created (see Figure 1).

The screenshot displays the ECF system interface for a case. At the top, the case number is 13-30125-bjh7, titled 'Samuel B. Adamms and Susan B. Adamms'. The case type is 'bk', Chapter is '7 v', Office is '3 (Dallas)', and Judge is 'bjh'. The Case Flag is 'REFORM'. There are navigation tabs for Summary, History, Parties, Filers, Docket Sheet, Deadlines/Hearings, Status, Pending Motions, Creditors, Claims Register, and Associated Cases. Below the navigation tabs, there are two main sections: 'Available Events (click to select an event)' and 'Selected Event'. The 'Available Events' list includes various legal events, with 'Declaration for electronic filing' highlighted. The 'Selected Event' section shows 'Declaration for electronic filing' selected. There are 'Next' and 'Clear' buttons at the bottom left of the 'Available Events' section.

Figure 1

To docket a Declaration for Electronic Filing:

- Click Bankruptcy
- Click Miscellaneous
- Enter Case Number
- Click Next
- Verify case information and click Next
- Select Declaration for Electronic Filing
- Click Next
- Verify case information and click Next

- Select the party
- Click Next
- Attach PDF
- Click Next
- Review final docket text before submitting
- Click Next
- Review Notice of Electronic Filing

Order Approving Modification of Plan (Tax Refund)

A new order type and description have been created in the Order Upload (E-Orders) module. The order type and description, Order Approving Modification of Plan (Tax Refund) (**[Bankruptcy > Order Upload > Single Order Upload]** and **[Bankruptcy > Order Upload > Batch Order Upload]**), is available for a trustee to upload an order related to a plan modification due to a tax refund (see Figures 2 and 3).

Figure 2

Figure 3

Tips & Tricks

This section includes information to regarding procedural guidance.

Notice to Individual Consumer Debtor(s)

The Notice to Individual Consumer Debtor(s), Official Bankruptcy Form B 201A, provides information to individual debtor(s) with primarily consumer debts in accordance with 11 U.S.C. § 342(b) and includes a certification page, Official Bankruptcy Form B 201B. Chapter 11 of the United States Code § 521(a)(1)(B)(iii) permits an attorney whose name is indicated on the petition as the attorney for the debtor, or a bankruptcy petition preparer signing the petition, to deliver this notice required by section 342(b).

All pro se debtors with primarily consumer debts who do not have a petition signed by their non-attorney bankruptcy petition preparer must file Form B 201 contemporaneously with the bankruptcy petition. Additionally, if the debtor has an attorney, but Exhibit B of the bankruptcy petition is not signed by the attorney for debtor, then this form is required to be filed. The Clerk's Office will provide a copy of Form B 201 at **no additional cost** if the debtor is missing this form when filing a new case. If this form is scanned separately, use event Notice to Individual Consumer Debtor(s) to file in ECF.

Avoid Filing Mistakes

This section addresses the top 3 error types made during the period between October 1, 2013 and December 31, 2013 and includes the error type, number of errors committed for each type, as well as recommendations to avoid these types of errors. Reviewing these errors and taking the recommended action during docketing will provide a more accurate docket.

1. When docketing schedules, there were 346 errors for an incorrect or omitted amount on the schedules.

Recommendation: Verify that each dollar amount entered on the Summary of Schedules or Amended Summary of Schedules screen in ECF matches the dollar amounts on the Summary of Schedules the debtor submitted for filing.

When the dollar amounts are entered incorrectly, cases may be impacted in a variety of ways, including but not limited to: data reported

to the Administrative Office for the United States Courts which is used, along with other factors, to determine court funding, may misrepresent the needs for our district which may result in a reduction in the level of service the court is able to provide; debtors may not receive the proper level of relief sought; and with repeated occurrences, negatively impacts the reputation and quality of service the attorney provides.

2. There were 308 entries docketed with a PDF containing the incorrect information.

Recommendation: Verify that the pleading you are filing contains the correct debtor name(s), case number, and title of the type of relief you are requesting.

Pleadings filed incorrectly will be marked as such on the docket, terminated, and you will be required to re-file the pleading. Additionally, this may result in a delay in receiving the relief requested by the filing party.

3. There were 227 entries docketed using the incorrect event.

Recommendation: Utilize the Search feature located in the top dark blue menu bar of ECF to locate the proper event or call the ECF Help Desk for assistance if you are unsure of which event should be used. Most events will match the title of your pleading or the type of relief sought.

Pleadings filed incorrectly will be marked as such on the docket, terminated, and you will be required to re-file the pleading. Additionally, this may result in a delay in receiving the relief requested by the filing party.