



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 Monday, April 9, 2018.

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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.

Application for compensation

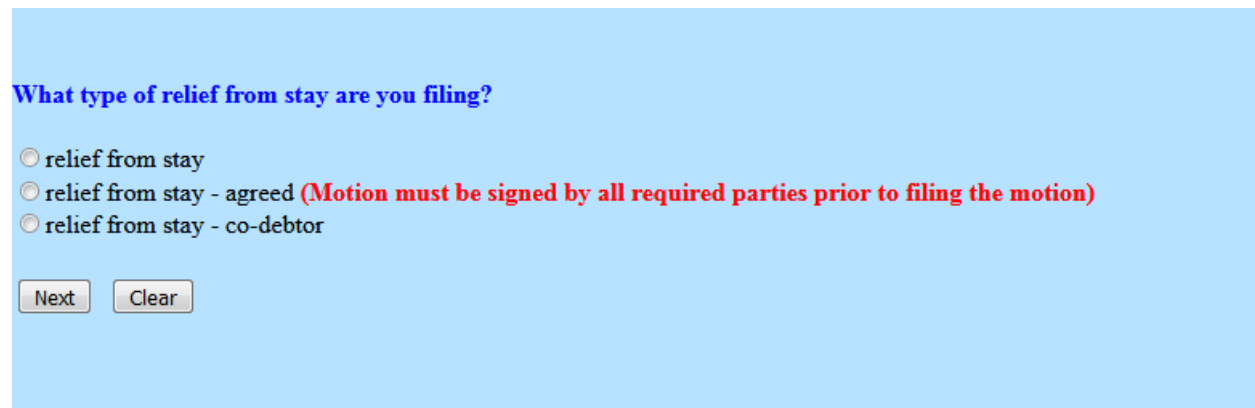
The event **Bankruptcy > Motions/Applications > compensation** has been modified. The event now includes logic to display a warning message, which will alert the filer that fee applications for amounts greater than \$30,000 in Judges Hale and Jernigan's courts must be set for hearing.

Extend automatic stay / Impose automatic stay

The events **Bankruptcy > Motions/Applications > Extend automatic stay** and **Bankruptcy > Motions/Applications > Impose automatic stay** have been modified. A display message has been added to these events notifying the filer that a notice of hearing must be filed.

Motion for relief from stay

The event **Bankruptcy > Motions/Applications > Relief from stay** has been modified. Additional language has been added in parenthesis, when the radio button is checked for agreed motion, letting the filer know that the motion must be signed by all required parties. See figure 1.



What type of relief from stay are you filing?

relief from stay

relief from stay - agreed (**Motion must be signed by all required parties prior to filing the motion**)

relief from stay - co-debtor

Figure 1

Tips & Tricks

This section includes information to help reduce CM/ECF filing errors and provide procedural guidance.

Pay Filing Fee in Installments

Scenario: Debtor wants to file application for installment fees, but **doesn't have any money today**.

Answer: He/She can file an application to pay in installments. Instead of finance department uploading an order denying, **they will upload an order allowing installments**, but requiring the initial installment in a short time frame. If the first payment is not made with the petition, the debtor is allowed three additional installments in the usual 30-day increments. This will satisfy the "spirit" of the reason for the Dec. 1, 2017 Amendment to the Rule 1006 and allow the debtors a better chance in these cases to have a successful filing. Additionally, this may give them a chance to continue the case, without requiring them to come back to the Court and ask for a reconsideration.

Scenario: Fees are due in a previous case.

Answer: Either way an order denying will be generated in the case and he/she will have NINE days from the order entry date to make the payment in full or the case will be dismissed. He/she will have nine days either way.