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These events and procedures will become effective on **Monday, April 19, 2010,** the *Go Live* date.

Please feel free to contact the ECF Help Desk at (800) 442-6850 if you have any questions or need
Any assistance docketing any events. Filing resources, including Federal and Local Rules, the
ECF User Manual and online help can be found on the Court's website: http://www.txnb.uscourts.gov/.

Information distributed April 9, 2010

CM/ECF Updates and Changes

Individual Schedule Selection

The *Schedules* event **[Bankruptcy → Schedules/Statements/New Case Deficiencies → Schedules]** has been modified to allow you to select schedules (see fig. 1) using individual check boxes.
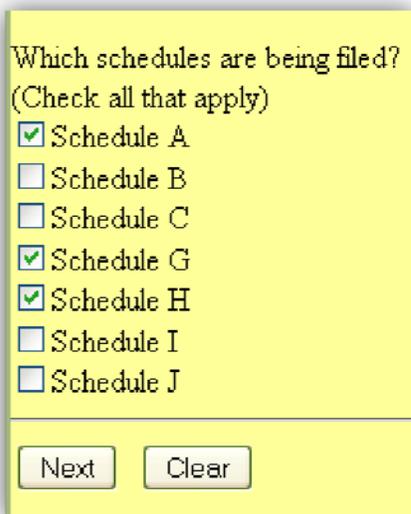
FIGURE 1

The docket text will reflect only the selected schedules (see fig. 2), and CM/ECF will terminate the deadlines for the selected schedules.
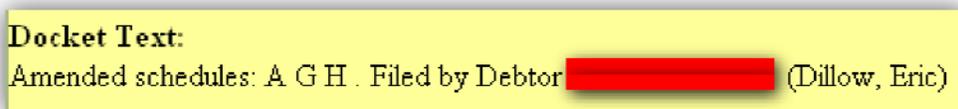
FIGURE 2

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing individual schedules

Schedules Event

An error message has been added to the *Schedules* event **[Bankruptcy → Schedules/Statements/New Case Deficiencies → Schedules]**. When you select the Schedules D, E, F radio button (see fig. 3, next page) and indicate that you are adding a creditor (see fig. 4, next page), you MUST enter the creditor's information in the box provided (see fig. 5, next page).

What are you filing?

○ COMPLETE set of Schedules A through J
⊙ Schedules D, E, F
○ Summary of Schedules with Statistical Summary ONLY
○ Individual Schedules A, B, C, G, H, I, or J

FIGURE 3

Are you adding additional creditors, or changing an existing creditor on the matrix?

⊙ Adding additional creditor or creditors
○ Changing an existing creditor on the matrix
○ Not adding or changing creditors

FIGURE 4

Add Creditor(s)

Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.

Name and Address

Creditor type | Creditor ▾

Creditor committee ⊙ No ○ Yes **Entity** ☐

[Next] [Clear]

FIGURE 5

If the creditor's information is not entered, you will not be able to complete the filing, and an error message will be displayed (see fig. 6).

ERROR - You have indicated that you are **ADDING** creditors.
Please use the back button and enter **ALL** creditors, separated by a blank line if adding multiple creditors.

FIGURE 6

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing or amending Schedules D, E and F and adding additional creditors to the matrix

NOTICE OF NEW LEAD COUNSEL

The *Notice of new lead counsel within firm* event **[Bankruptcy → Notices → Notice of new lead counsel within firm]** event has been modified to allow you to add the new attorney to the case.

After selecting the attorney to be terminated from the case (see fig. 7), the event will allow you to search for the attorney to be added to the case (see fig. 8).
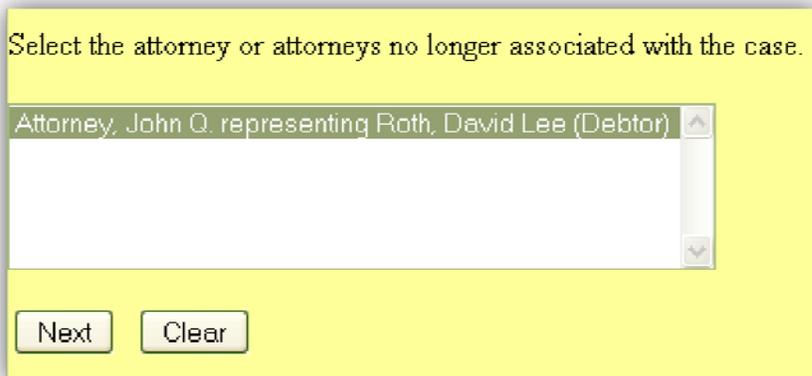
Select the attorney or attorneys no longer associated with the case.

Attorney, John Q. representing Roth, David Lee (Debtor)

Next   Clear

FIGURE 7
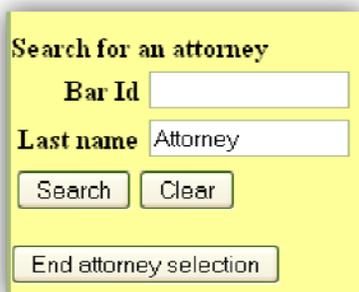
Search for an attorney
Bar Id [   ]
Last name [Attorney]
Search   Clear

End attorney selection

FIGURE 8

After you have selected the attorney to add to the case (see fig. 9), you will be asked to type the name of the new attorney (see fig. 10), which will be included in the docket text.

FIGURE 9
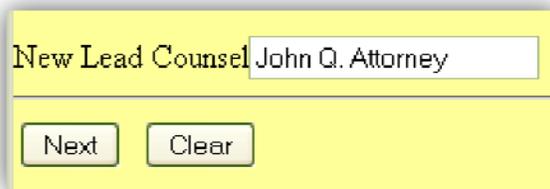
FIGURE 10

The event will terminate the previous attorney and add the new attorney as lead counsel for the selected party.

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing a Notice of new lead counsel within firm

JURY DEMAND

We have modified the *Jury demand* event **[Adversary → Miscellaneous → Jury demand]** to allow you to link to an amended complaint. Previously, the event only allowed you to link to the original complaint.

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing jury demand

AMENDED PETITION

We have modified the *Amended petition* event **[Bankruptcy → Miscellaneous → Amended petition]** to allow you to link to a previously filed involuntary petition. Previously, the event only allowed you to link to voluntary petitions, and amendments to involuntary petitions were filed using the *Notice (generic)* event.

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing an amended involuntary petition

FILE NEW ADVERSARY CASE EVENT

We have added a warning to the *File a New Adversary Case* event reminding you that ALL plaintiffs and defendants listed on the complaint must be added in CM/ECF (see fig. 11).

File a New Adversary Case

You must enter ALL plaintiffs and defendants listed on the complaint.

Next   Clear
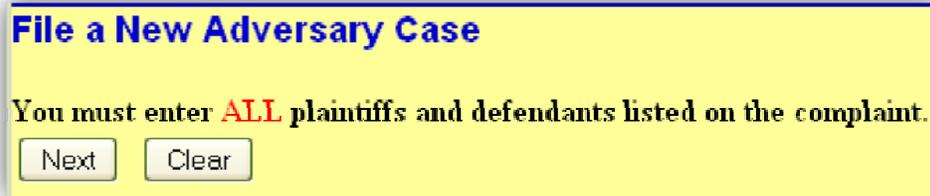
FIGURE 11

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing a new adversary proceeding