



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 Monday, April 7, 2014.

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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.

BTXN 220: Scheduling Order Regarding Mid-Case Notice of Amount Deemed Necessary to Cure Mortgage Arrearage

Form Order, BTXN 220: Scheduling Order Regarding Mid-Case Notice of Amount Deemed Necessary to Cure Mortgage Arrearage has been created. This order outlines information and deadlines for the debtor(s) and creditor related to a Notice of Amount Deemed Necessary to Cure filed in a case.

Motion to Dismiss Case RE: Failure to Provide Tax Return by 13 Trustee

New motion events for a trustee to request to dismiss a case for failure to provide tax returns have been created. Within the Trustee/US Trustee menu, a single Motion to Dismiss Case RE: Failure to Provide Tax Return by 13 Trustee ([Bankruptcy > Trustee/US Trustee > Dismiss case RE: Failure to Provide Tax Return by 13 Trustee with prehrq conf] or [Bankruptcy > Trustee/US Trustee > Dismiss case RE: Failure to Provide Tax Return by 13 Trustee without prehrq conf]) event is available. In addition, a Batch event for Motion to Dismiss Case RE: Failure to Provide Tax Return by 13 Trustee ([Bankruptcy > Batch Filings > Dismiss case RE: Failure to Provide Tax Return by 13 Trustee with prehrq conf (batch)] or [Bankruptcy > Batch Filings > Dismiss case RE: Failure to Provide Tax Return by 13 Trustee without prehrq conf (batch)]) is available (see Figures 1 and 2).

The screenshot displays the ECF system interface for a case. At the top, it shows 'Trustee action:' and case details for '13-30119-hdh13 Marcy D'Arcy and Jefferson D'Arcy'. The case information includes: Type: bk, Assets: y, Chapter: 13 v, Judge: hdh, Office: 3 (Dallas), Case Flag: REFORM, NOADSC, NOACLS, FeeDueClaim. There are also statistics for Pending Adversaries (1), Filed (07/18/2013), Closed, Reopen, Dismissed, Dismissed(jdb), Converted, Discharged, and Discharged(jdb) (08/01/2013). Below this is a navigation menu with links: Summary, History, Parties, Filers, Docket Sheet, Deadlines/Hearings, Status, Pending Motions, Creditors, Claims Register, and Associated Cases. The main area is divided into 'Available Events (click to select an event)' and 'Selected Event'. The 'Available Events' list includes various dismissal events, such as 'Dismiss case RE: Failure to provide tax return by 13 trustee with prehrq conf', which is currently selected. The 'Selected Event' field shows the same event name. At the bottom, there are 'Next' and 'Clear' buttons.

Figure 1

File a Court document

[13-30119-hdh13 Marcy D'Arcy and Jefferson D'Arcy](#)

Type: bk Chapter: 13 v Office: 3 (Dallas)
 Assets: y Judge: hdh Case Flag: REFORM, NOADSC, NOACLS, FeeDueClaim

[09-30050-bjh7 Snoopy L Smith](#) Closed 02/13/2013, Converted 06/21/2012

Type: bk Chapter: 7 v Office: 3 (Dallas)
 Assets: n Debtor disposition: Discharge Joint debtor disposition: Split
 Withheld for Failure to Submit Cert of Instructional Course for Personal Financial Mgmt

Judge: bjh
 Case Flag: REFORM, PRIRESID, CLOSED, SealedDocument, SEALEDEXH, SPLITCASE, NOADSC, NOACLS

[03-30631-sgj13 Billy Bob Jones](#) Converted 06/06/2013

Type: bk Chapter: 13 v Office: 3 (Dallas)
 Assets: y Judge: sgj Case Flag: CONVERTED, PlnDue

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Dismiss case RE: Failure to provide tax return by 13 trustee with prehrng conf (batch)	Dismiss case RE: Failure to provide tax return by 13 trustee with prehrng conf (batch)
Dismiss case RE: Failure to provide tax return by 13 trustee without prehrng conf (batch)	
Dismiss case by 13 trustee with prehrng cnf (batch)	
Dismiss case by chapter 13 trustee without prehrng cnf (batch)	
Dismiss case for failure to make plan payments by 13 trustee with prehrng conf (batch)	
Dismiss case for failure to make plan payments by 13 trustee without prehrng conf (batch)	
Final report and account of assets (batch)	
Final report summary (batch)	
Meeting of creditors chapter 13 (held) batch	
Meeting of creditors not held (batch)	
Notice generic (batch)	
Notice of claims filed/not filed (batch)	
Notice of confirmation hearing on final 13 plan (batch)	
Notice of confirmation hrg on final 13 plan/obj to claim(batch)	
Notice of continuance (batch)	

Next Clear

Figure 2

To docket a Motion to Dismiss Case RE: Failure to Provide Tax Return by 13 Trustee:

- Click Bankruptcy
- Click Trustee/US Trustee or Batch Filings
- Enter Case Number(s)
- Click Next
- Verify case information and click Next
- Select the appropriate Motion to Dismiss Case RE: Failure to Provide Tax Return by 13 Trustee
- Attach PDF
- Click Next
- Enter the pre-hearing conference or hearing date, time and location. Review final docket text for accuracy before submitting
- Click Next
- Review Notice of Electronic Filing

Chapter 11 Statement of Current Monthly Income

The Chapter 11 Statement of Current Monthly Income ([Bankruptcy > Schedules/Statements/New Case Deficiencies > Chapter 11 Statement of Current Monthly Income]) event has been modified. This event can be docketed in Chapter 11 cases only (see Figure 3).



Schedules/Statements/New Case Deficiencies:

13-30125-bjh7 Samuel B. Adamms and Susan B. Adamms

Type: bk Chapter: 7 v Office: 3 (Dallas)
Assets: n Judge: bjh Case Flag: REFORM

Pending Adversaries: 0
Filed: 07/18/2013 Closed:
Reopen: Dismissed:
Converted: Discharged(jdb):
Discharged(jdb):

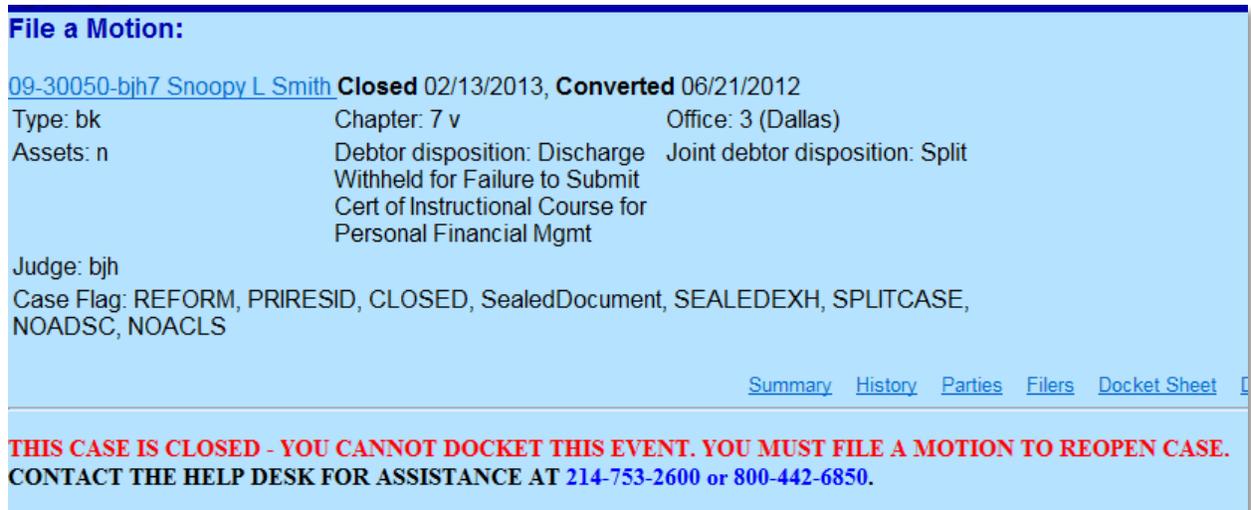
[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#) [Status](#) [Pending Motions](#) [Creditors](#) [Claims Register](#) [Associated Cases](#)

ERROR - DO NOT CONTINUE. YOU CAN NOT USE THIS EVENT. CONTACT THE HELP DESK FOR ASSISTANCE AT 214-753-2600 or 800-442-6850.

Figure 3

Motion to Restrict Public Access

The Motion to Restrict Public Access ([Bankruptcy > Motions/Applications > Restrict Public Access]) event has been modified. This motion can only be filed in open cases (see Figure 4).



File a Motion:

09-30050-bjh7 Snoopy L Smith **Closed** 02/13/2013, **Converted** 06/21/2012

Type: bk Chapter: 7 v Office: 3 (Dallas)
Assets: n Debtor disposition: Discharge Joint debtor disposition: Split
Withheld for Failure to Submit
Cert of Instructional Course for
Personal Financial Mgmt

Judge: bjh
Case Flag: REFORM, PRIRESID, CLOSED, SealedDocument, SEALEDEXH, SPLITCASE, NOADSC, NOACLS

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THIS CASE IS CLOSED - YOU CANNOT DOCKET THIS EVENT. YOU MUST FILE A MOTION TO REOPEN CASE. CONTACT THE HELP DESK FOR ASSISTANCE AT 214-753-2600 or 800-442-6850.

Figure 4

Notice of Amount Deemed Necessary to Cure

The Notice of Amount Deemed Necessary to Cure ([Bankruptcy > Notices > Notice of Amount Deemed Necessary to Cure]) event has been modified. The event no longer prompts the filer to confirm the response deadline.