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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 can be found on the Court's website: <http://www.txnb.uscourts.gov/>. The effective date is Monday, May 21, 2012, the Go Live date.

CM/ECF Changes & Updates

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

Withdrawal of Notice of Mortgage Payment Change

A new event has been created to allow filers to withdraw a Notice of Mortgage Payment Change [Claim Actions>Withdrawal of Notice of Mortgage Payment Change]. Similar to the Notice of Mortgage Payment Change event, the withdrawal event will not receive a document number and it will **not** appear on the docket sheet. It will only appear on the Claims Register as a supplement to the original claim entry.

History:

[Details](#)  [1-1](#) 04/16/2012 Claim #1 filed by Action Finance, Amount claimed: \$200000.00 (Jones, Anya)
[doc](#) 04/16/2012 Notice of mortgage payment change (Claim # 1) with Certificate of Service Filed by Creditor Action Finance Filed by Creditor Action Finance . (Jones, Anya)
[doc](#) 04/16/2012 Withdrawal of notice of mortgage payment change Filed by Creditor Action Finance . (Jones, Anya)

Description: (1-1) Mortgage

Remarks: (1-1) FILED IN ERROR

Expunged Case

An expungement is the isolation of all records on file in a bankruptcy case. In an effort to allow a Trustee the ability to submit documents in a case that has been expunged, an EXPUNGED CASE FLAG has been created. After a case is expunged, a trustee may need to file their final report, upload a proposed order discharging the trustee, or other end of case documents. The trustee will email required documents to the Help Desk. The Help Desk staff person who receives the documents will forward them to the Operations Analyst according to the division of the case that same day. The Operations Analyst will docket documents or submit proposed orders in EXPUNGED cases.

Tips & Tricks

This section includes information that will help you reduce CM/ECF filing errors and provides guidance on common mistakes made during CM/ECF filing.

Automated Clearing House (ACH) Direct Payment Options

Electronic filers now have the ability to pay filing fees via the Automated Clearing House (ACH) Direct Debit by using (Option 1) a bank account or (Option 2) a credit card. When you pay by ACH, your bank account is debited or your credit card is credited for the total fee amount.

Option 1 allows you to pay filing fees using a bank account. To make a payment using your bank account, you need to select an Account Type. Enter the appropriate information, Routing Number, Account Number and Confirm Account Number, in the boxes.

Option 1

Online Payment

[Return to your originating applicati](#)

Step 1: Enter Payment Information

1 |

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$999,999.99

Account Type: *

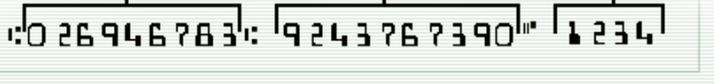
Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number



Payment Date: 11/25/2011

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Please be aware that it may take two to three days before the money is debited from your account. If an ACH transaction is returned as unpaid, there will be a \$53.00 NSF fee charged for each return. Please review the filing fee schedule on our website as this fee is subject to change.

Option 2 allows you to pay filing fees using a debit/credit card. To make a payment using a debit/credit card, you need to enter the Account Holder Name, the Billing Address on file with the debit/credit card company, the Card Type, Security Code (as listed on the back of the debit/credit card) and the Expiration Date.

Option 2

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$999,999.99

Billing Address: *

Billing Address 2:

City:

State / Province: ▼

Zip / Postal Code:

Country: ▼ *

Card Type: ▼ * 

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: ▼ * / ▼ *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

You are encouraged to use this new time saving feature of ECF. If you have questions about using your account for ACH debits, please contact your financial institution. If you have questions or issues during the payment process, contact Pay.gov Customer & Technical Support at (800) 624-1373 or <https://www.pay.gov/paygov/>.

Guide for Searching ECF via Public Terminals

Public terminals are located in the Clerk's Office lobby to search ECF for information related to bankruptcy cases and adversary and miscellaneous proceedings filed in the Northern District of Texas. During regular business hours anyone can view documents that are publically available. To print any document, there is a charge of \$0.10 per page and ensure you have exact change for payment. Here are the steps to search ECF for information via public terminals (a) if you HAVE the case number and (b) if you DO NOT HAVE the case number:

U.S. Bankruptcy Court Public Terminal Quick Search Guide:
How to Search for a Case Filed in the Northern District of Texas if you HAVE the Case
Number

Step 1) From the home page, click on [TXNB- Document Filing System](#).

Step 2) On the ECF Version 4.3 page, click on [Northern District of Texas- Document Filing System](#).

Step 3) The ECF Blue ribbon appears at the top of the page. If you HAVE an adversary, bankruptcy, or miscellaneous case number and need information, click on Reports (see Figure 1):



Figure 1

Step 4) To review what has been filed in the case, click on Docket Report (see Figure 2):



Figure 2

Step 5) Enter the case number. In the *Filed* field, change the first date to the date the case was filed using a MM/DD/YYYY format (e.g. 02/24/2007). Click on Run Report (see Figure 3).



Figure 3

Step 6) Scroll down the page and click on a document number [highlighted in blue](#) to view (see Figure 4). Once the PDF is open, click on the printer icon  within the document to print. **PRINTED DOCUMENTS CAN BE RETRIEVED AND PURCHASED AT THE COUNTER AT THE RATE OF \$0.10 PER PAGE. PLEASE ENSURE YOU HAVE EXACT CHANGE FOR PAYMENT.**

Filing Date	
06/05/2006	1 Chapter 13
06/05/2006	2 (private) For
06/05/2006	3 Certificate
06/05/2006	6 First Meet 10/18/2006. (L

Figure 4

Step 7) When you are finished, click on the Quit button in the top right corner and then click OK.

U.S. Bankruptcy Court Public Terminal Quick Search Guide:
How to Search for a Case Filed in the Northern District of Texas if you DO NOT HAVE the
Case Number

Step 1) From the home page, click on [TXNB- Document Filing System](#).

Step 2) On the ECF Version 4.3 page, click on [Northern District of Texas- Document Filing System](#).

Step 3) The ECF Blue ribbon appears at the top of the page. If you DO NOT HAVE an adversary, bankruptcy, or miscellaneous case number and need information, click on Query (see Figure 1). Enter search criteria such as the first and last name of the debtor, name of the business, Social Security or Tax ID number (see Figure 2):



Figure 1

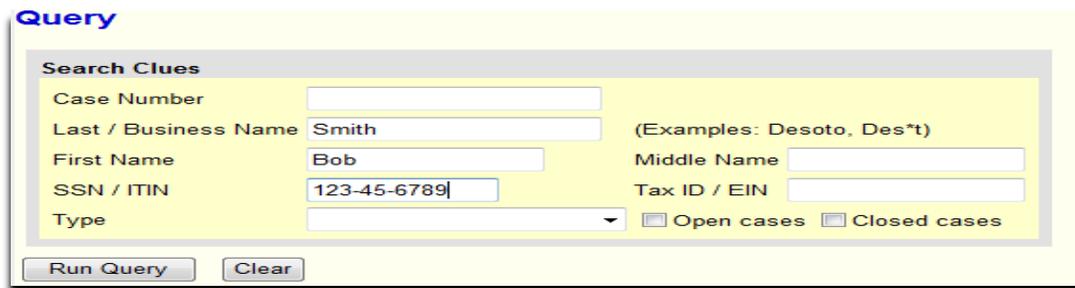
A search form titled 'Query' with a 'Search Clues' section. It contains several input fields: 'Case Number' (empty), 'Last / Business Name' (Smith), 'First Name' (Bob), 'SSN / ITIN' (123-45-6789), 'Middle Name' (empty), and 'Tax ID / EIN' (empty). There is a dropdown for 'Type' and two checkboxes for 'Open cases' and 'Closed cases'. At the bottom are 'Run Query' and 'Clear' buttons.

Figure 2

Step 4) Click on Run Query. On the next screen, if there is a list, click on the correct case number. Otherwise, to review what has been filed in the case, click on Docket Report (see Figure 3).

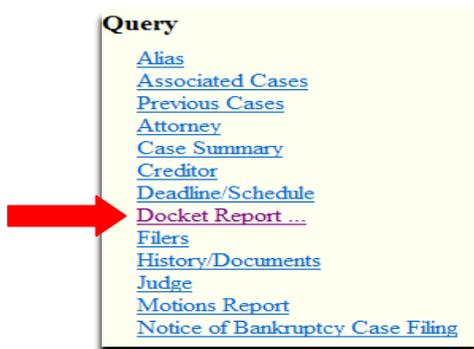


Figure 3

Step 5) In the *Filed* field, change the first date to the date the case was filed using a MM/DD/YYYY format (e.g. 12/28/2001). Click on Run Report.



The image shows a form with two radio buttons: 'Filed' (selected) and 'Entered'. To the right of 'Filed' is a date input field containing '12/28/2001'. To the right of 'Entered' is a date input field containing '1/11/2012'. The word 'to' is positioned between the two date fields.

Figure 4

Step 6) Scroll down the page and click on a document number [highlighted in blue](#) to view (see Figure 5). Once the PDF is open, click on the printer icon  within the document to print.

PRINTED DOCUMENTS CAN BE RETRIEVED AND PURCHASED AT THE COUNTER AT THE RATE OF \$0.10 PER PAGE. PLEASE ENSURE YOU HAVE EXACT CHANGE FOR PAYMENT.

Filing Date	
06/05/2006	1 Chapter 13
06/05/2006	2 (private) For
06/05/2006	3 Certificate
06/05/2006	6 First Meet 10/18/2006. (L

Figure 5

Step 7) When you are finished, click on the Quit button in the top right corner and then click OK.

Rejected Proposed Orders

Due to the volume of orders our court processes daily, attorneys must follow the Proposed Order Guidelines. If you do not, your order will be rejected. If your proposed order is rejected, review the following list of the most frequent mistakes. Use this information as a guide to make any necessary corrections BEFORE you upload your proposed order. Typically, a proposed order is rejected because:

- An attorney failed to leave a four inch margin at top of the first page
- An attorney failed to include the closing text ###END OF ORDER### centered and at bottom of the document.
- An attorney failed to include /s/ designating an electronic signature, followed by the attorney's typed name. For example:

/s/ Clark Kent

Clark Kent
The Daily Planet Law Firm
1 Lafayette, Suite 2020
New York, NY 10001
(866) 800-8000

This information should be located at the bottom of the order. The original signature should be retained by counsel uploading order.

- An attorney DID NOT submit the final draft of a proposed order. The font color of the text of order must be in black. DO NOT use red font color for property descriptions.
- An attorney linked a proposed order to an incorrect document.
- An attorney submitted a proposed order before the hearing date or before the objection deadline had expired.

For a complete list of proposed order specifications, review guidelines on our website at: <http://www.txnb.uscourts.gov/Judges/Practice-Pointers/Practice-Pointers-for-orders-processing-program>

Filing Schedules and Amended Schedules

When filing Schedules or Amended Schedules, ensure that you enter the exact amount as it is listed on the Summary of Schedules. DO NOT enter amounts rounded to the whole dollar. If there is not an amount on the Schedule, enter 0.00 when prompted in ECF. If you file Amended Schedules, ensure you have included an Amended Summary of Schedules, Statistical Summary and Declaration.