



CM/ECF VERSION 4.1 CHANGES (EFFECTIVE JULY 18, 2011)

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OVERVIEW

On July 18, 2011, the United States Bankruptcy Court for the Northern District of Texas will upgrade to CM/ECF Version 4.1. This is a major software upgrade with many new features that are likely to affect the way you file certain documents, navigate the system, and maintain your CM/ECF account.

This GoLive Express Guide provides important information regarding these changes. If you have any questions regarding this material, please contact the CM/ECF Help Desk at (800) 442-6850. Filing resources can be found on our website: www.txnb.uscourts.gov.

ADVERSARY CASE OPENING

Attorneys will no longer have to create an association with the plaintiff when filing a complaint to open an adversary proceeding. In release 4.1, the filer is automatically linked as the plaintiff's attorney.

The "Attorney" button has been replaced with an "Add additional attorney" button (fig. 1).

The screenshot shows the 'Plaintiff Information' form in the CM/ECF system. The form is titled 'Plaintiff Information' and contains the following fields and options:

- Dolly Black** SSN / ITIN:Unknown
- Office** (text input)
- Address 1** 1290 West Avenue
- Address 2** (text input)
- Address 3** (text input)
- City** San Antonio
- State** TX
- Zip** 78596
- County** BEXAR-TX (48029)
- Country** (text input)
- Phone** (text input)
- Fax** (text input)
- E-mail** (text input)
- Party text** (text input)
- Role in Bankruptcy Case** Creditor

At the bottom of the form, there are several buttons: 'Add additional attorney...', 'Alias...', 'Corporate parent / affiliate...', and 'Review...'. A red box highlights the 'Add additional attorney...' button. A note at the bottom right says 'Add all additional attorneys, aliases and corporate parents or affiliates before clicking the Submit button.'

FIGURE 1

COUNTY CODES

Previously each court defined local counties for display in case opening. Now counties for all states are in the database. When opening a case, the county list automatically displays all counties of the state entered in the state field. Users must select the county of the debtor's residence. If the debtor's county is outside the state, the counties for that state will display. The "Out of District" option is no longer available at case opening.

The county format has been changed to include the two-letter state abbreviation. The five digit number following the county name is an internal county number and not a zip code.

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CASES REPORT

An option to filter the report by attorney name or Bar ID now appears on the selection screen (fig. 2).

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office: Pleasantville, Green Valley

Case Type: ap, bk

Chapter: 7, 9

Trustee: Carson, Sam J., Chapter 11 Trustee

Attorney

Last name: _____

First name: _____

Bar ID: _____

Date Type: Filed date From: 3/23/2011 to: 3/23/2011

Open cases Party information

Closed cases Pro se cases only

Sort by: Filed Date

Output Format: Fomatted Display Data Only

Run Report Clear

FIGURE 2

When a name is entered, a list of matching attorney names is displayed for your selection (fig. 3).

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office: Pleasantville, Green Valley

Case Type: ap, bk

Chapter: 7, 9

Trustee: Carson, Sam J., Chapter 11 Trustee

Attorney

Last name: tracy

First name: _____

Bar ID: _____ Search

Found, click to select

- Tracy, Dan S.
- Tracy, Dayse L., II (Bar Id: 1235698)
- Tracy, William

Date Type: Filed date From: 3/23/2011 to: 3/23/2011

Open cases Party information

Closed cases Pro se cases only

Sort by: Filed Date

Output Format: Fomatted Display Data Only

Run Report Clear

FIGURE 3

Once you click on an attorney name, it moves to a *Selected* box (see fig. 4, next page). It is possible to select a report with multiple attorneys by performing additional searches. An additional filter displays so you can narrow your search using check boxes for role types of the parties the attorney represents; debtors, plaintiff, defendants, creditors, or all. You can also choose to view only cases with *pro se* filers.

CM/ECF Query Reports Utilities Logout

Cases Report

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office: Pleasantville, Green Valley
 Case Type: ap, bk
 Chapter: 7, 9
 Trustee: Carson, Sam J., Chapter 11 Trustee

Attorney: Last name: tracy, First name: , Bar ID:
 Attorneys for: Debtors, Plaintiffs, Defendants, Creditors, All

Found, click to select: Tracy, Dan S., Tracy, William
 Selected, click to remove: Tracy, Dayne L., II (Bar Id: 1235698)

Date Type: Filed date, From: 3/23/2011, to: 3/23/2011
 Open cases, Closed cases
 Sort by: FiledDate

Output Format: Formatted Display, Data Only

FIGURE 4

The report is now limited to a range of 31 days. This prevents you from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.

The Judicial Conference of the U.S. Courts has set a policy for sealed cases on this CM/ECF report. Limited sealed case information is allowed including only the case number, entered and filed dates, and divisional office. Names of debtors, plaintiffs or defendants will be protected by being displayed as "Sealed" for bankruptcy cases and "Sealed v. Sealed" for adversary proceedings (fig. 5).

CM/ECF Query Reports Utilities Logout

Cases Report for 3/23/2011

U.S. Bankruptcy Court
SDSD

Case No. Related Case nfo	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
11-01011 *SEALED*	ap		Sealed v. Sealed		Filed: 03/23/2011 Entered: 03/23/2011	Office: Pleasantville
11-10010	bk	7	Bob Johnson Debtor: Pro se		Filed: 03/23/2011 Entered: 03/23/2011	Office: Pleasantville Assets: No Fee: Paid County: BEXAR-TX
11-10011	bk	7	John Smith Debtor: Pro se		Filed: 03/23/2011 Entered: 03/23/2011	Office: Pleasantville Assets: No Fee: Paid County: BEXAR-TX
11-10012 *SEALED*	bk		Sealed		Filed: 03/23/2011 Entered: 03/23/2011	Office: Pleasantville

Total number of cases: 4

FIGURE 5

CALENDAR EVENTS REPORT

The Calendar Events selection screen (fig. 6) now includes:

- Two date fields to generate this calendar for one or more days
- Calendar icons to set the dates
- A new trustee sort option.
- An option to automatically display related proceedings as a default view (Expanded)
- An option not to display related proceedings as a default view (Collapsed)

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾

Calendar Events

Case number

Office

Type

Set to

AM only
 PM only
 Both

Time

Sort by

Initial display of related proceedings:
 Expanded
 Collapsed

Display only proceedings directly related to the calendar event

FIGURE 6

The calendar below (fig. 7) has been generated with the collapsed option, with related proceedings hidden. The plus icon indicates that related proceedings are accessible. Click this icon to view related proceedings on the same screen. The icon will then change to a minus symbol; click again to collapse the display.

ECF Query Reports ▾ Utilities ▾ Logout ?

U.S. Bankruptcy Court
SDSL
Calendar events set for 3/29/2011-3/29/2011

03/29/2011

10:00 AM

1) [11-10001 Terry Williams](#) [\(docket entries only\)](#) [Claims Register](#)

PinDue

Chapter: 13
Judge: Charles Anderson
Dayne L. Tracy II representing Terry Williams (Debtor)
(no aty) representing United States Trustee (U.S. Trustee)

1-1) [Motion to Compel Filed by Dayne L. Tracy II on behalf of Debtor Terry Williams](#)

FIGURE 7

The second screen displays the expanded related docket events (fig. 8). Note the minus sign next to the event description.

U.S. Bankruptcy Court
SDSD
Calendar events set for 3/29/2011-3/29/2011

03/29/2011

10:00 AM

1) [1\)-10001 Terry Williams](#) [\(docket entries only\)](#) [Claims Register](#)

PhnDue

Chapter: 13
Judge: Charles Anderson
Dayne L. Tracy II representing Terry Williams (Debtor)
(no aty) representing United States Trustee (U.S. Trustee)

1-1) [6](#) Motion to Compel Filed by Dayne L. Tracy II on behalf of Debtor Terry Williams

Filing Date	#	Related Docket Text
03/28/2011	7	Hearing Set (RE: related document(s) 6 Motion to Compel filed by Debtor Terry Williams) Hearing scheduled 3/29/2011 at 1000 AM at Pleasantville, Courtroom 1. The Case Judge is Judge Charles Anderson. (Liska, Deanna)

Calendar Text: RE: Doc #6; Motion to Compel

FIGURE 8

The numbering of each matter on the calendar in sequential order makes it easier to read. Hyperlinks to the docket entries only (without the full docket report) and to the claims register have been added to the report. Previously, document numbers within the related docket text were not hyperlinked. With this release, all the document numbers are links to the PDF documents.

CLAIMS FILING

The Proof of Claim entry screen text and formatting have been modified to match the Official B10 Claim Form (fig. 9, next page).

- The total amount of the claim should be entered into the *Amount Claimed* field.
- If indicated on the claim, the amount of the claim that is secured and the amount of the claim that is priority can be entered for informational purposes.
- The unsecured or unknown amounts can no longer be entered.
- The total amount of the claim is no longer calculated.

This area intentionally left blank

ECF Bankruptcy Adversary Query Reports Utilities Search Logou

Calendar Events 4/11/2011 Docket Sheet Claims Register Creditor Mailing Matrix Deadlines/Hearings

Proof Of Claim Information For
33077 - First Car Loan
190 Loop 410
San Antonio, Texas 78956

Case Number: 11-10001 Amends Claim #: [] Find Filed By: Creditor

Last Date To File: Date Filed: 04/11/2011

Last Date To File(Govt):

Claimed

Amount Claimed [] <i>Enter the Total Amount of Claim as of Date Case Filed (incl. secured, priority, general unsecured & unknown)</i>	Secured [] <i>If all or part of your claim is secured, enter the secured amount (Box 4 on claim)</i>	Priority [] <i>If all or part of your claim is entitled to priority, enter the priority amount (Box 5 on claim)</i>
---	--	---

Allowed

Amount Allowed []	Secured []	Priority []
------------------------------	-----------------------	------------------------

Description: []
Remarks: []

Amend options: Clear Amounts, Description, and Remarks Clear Description/Remarks Clear all Amounts

Next Clear

FIGURE 9

Notices of Electronic Claim Filing will now show the categories of the claim amounts requested by the claimant. Additionally, the “File another claim” hyperlink that was previously displayed at the bottom of the Proof of Claim receipt has been moved to the top of the receipt for easier access (fig. 10).

ECF Bankruptcy Adversary Query Reports Utilities Search Logou

Calendar Events 4/11/2011 Docket Sheet Claims Register Creditor Mailing Matrix Deadlines/Hearings

U.S. Bankruptcy Court
SDSD

Notice of Electronic Claims Filing

The following transaction was received from Liska, Deanna on 4/11/2011 at 2:57 PM CDT

[file another claim](#)

Case Name: Terry Williams
Case Number: [11-10001](#)
Creditor Name: First Car Loan
190 Loop 410
San Antonio, Texas 78956
Claim Number: 2 [Claims Register](#)
Amount Claimed: \$1200.00
Amount Secured: \$1000.00
Amount Priority:

FIGURE 10

DOCKET REPORT

The caption of the docket report has been enhanced to include the following (fig. 11):

- Show Associated Cases hyperlink appears only when an active association exists.
- County of residence displays with the address information for the debtor and joint debtor.
- Each alias is printed on one line.
- Attorney's information includes an active hyperlink to the attorney's email.

ECF Query Reports Utilities Logout PlnDue

**U.S. Bankruptcy Court
SDSD (Pleasantville)
Bankruptcy Petition #: 11-10001**

Date filed: 02/04/2011

Assigned to: Charles Anderson
Chapter 13
Voluntary
Asset
[Show Associated Cases](#)

Debtor
Terry Williams
1254 Third Street
San Antonio, TX 78522
Bexar
aka Terry Roberts
aka Terilyn Roberts

represented by **Dayne L. Tracy, II**
120 Legal Way
San Antonio, TX 78259
Email: dtracy@legal.com

U.S. Trustee
United States Trustee
33 Whitehall Street
21st Floor
New York, NY 10004
212 510-0500

FIGURE 11

NOTICING

E-MAIL SECURITY

When creating or updating e-mail addresses on user accounts, all users will be prompted to enter both primary and secondary email addresses twice; the address is not saved until the fields match.

OPPORTUNITY TO DECLINE NOTICES OF ELECTRONIC FILING

Attorneys who represent parties in an adversary proceeding now have the option to choose whether they want e-mail notifications of bankruptcy activity if they have no direct involvement in the bankruptcy case (see fig.12, next page) . Currently, these attorneys receive all e-mail notifications from both cases.

In the menu selection "Maintain Your ECF Account", "Email information", attorneys can select this new option to decline notification for related bankruptcy cases.

Email information for Dayne L. Tracy II

Primary email address	Reenter primary email address
Secondary email address	Reenter secondary email address

Send the notices specified below

to my primary email address

to the secondary addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases

Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases

You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

Send a notice for each filing

Send a Daily Summary Report

Format notices HTML

Text

FIGURE 12

Courts may override this option in some instances if the Clerk of Court has identified certain events in the bankruptcy case that should be noticed to all parties in all related cases.

COMBINING NOTICING RECIPIENTS ON BNC CERTIFICATES OF NOTICE

When a pleading is noticed through the Bankruptcy Noticing Center (BNC) and by CM/ECF Notices of Electronic Filing (NEF), users will no longer have to look in two locations to determine who was noticed. The BNC Certificate of Notice will display noticing activity for both methods. Case participants who were noticed in CM/ECF by electronic mail will be appended to the BNC Certificates of Notice.

TERMINATED PARTIES

Previously, when a party was terminated, the terminated party did not receive notice of the event. Now the terminated party is included in the noticing list for that one event.

PASSWORD SECURITY

Password security has been improved. All CM/ECF passwords must be changed when you log in to CM/ECF 4.1 for the first time to meet the new standard. The new standard for passwords must be a minimum of 8 characters, and must include both upper and lower case alphabetic characters. In addition, the new password must contain at least one digit or special character [e.g., 0 - 9, @, #, \$,% &, *, +, :].

After five invalid login attempts on a particular account, the account is locked out for five minutes. After the timeout period, if an invalid password is given for the account, a new timeout period is started. Every additional invalid password entered after a timeout will increase the duration of the next timeout.

The first time a user logs in after the court has implemented release 4.1, the following message will appear (fig. 13):

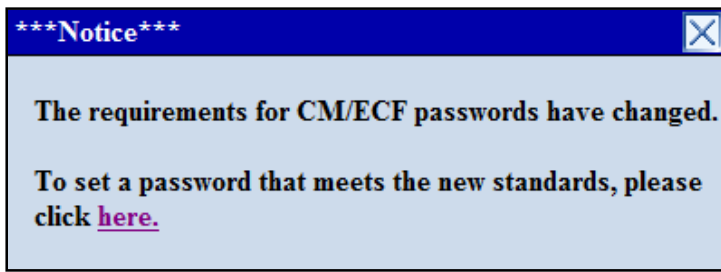


FIGURE 13

Click the [here](#) hyperlink, and the Change Your Password screen will appear (fig. 14):

Change Your Password

Login student1

Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).

New password

Re-enter new password

FIGURE 14

You can enter a new password based on the new standards here.

QUERY

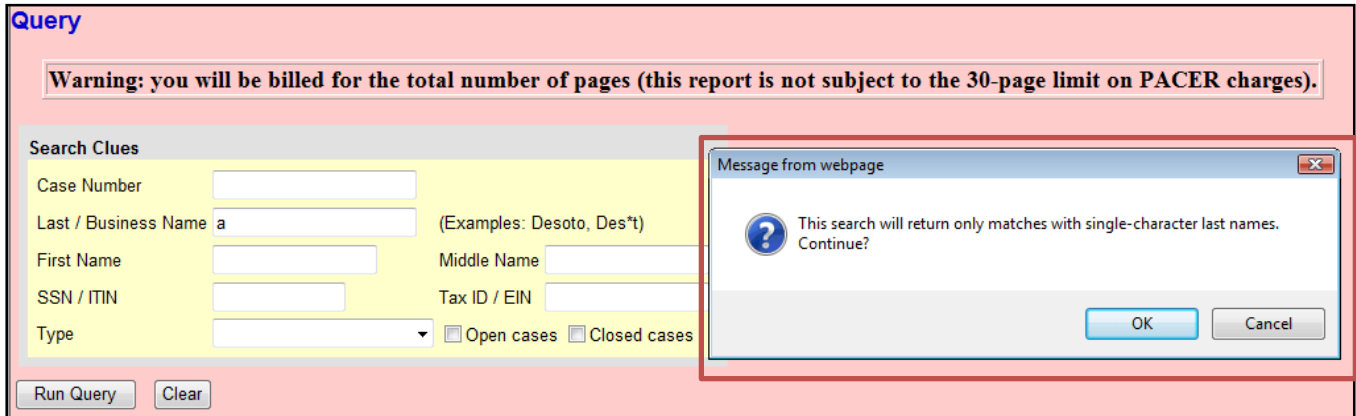
When searching by name, additional information is now displayed on the results page to provide more detail for selection. A row of information is displayed for each case in which that person is involved (fig. 15).

Select a Case						
There were 7 matching persons.						
There were 29 matching cases.						
Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Black, Dolly (pty) (1 case)	10-10141	Xenon Black and Dolly Black	13	04/20/10	Joint Debtor	N / A
Black, Dolly M (pty) (1 case)	08-10199	Jed K Black and Dolly M Black	7	12/31/08	Joint Debtor	N / A
Black, Edward (aty) (1 case)	10-01000	River City Heating and Cooling v. Security Finance et al	Lead BK: 09-10009 Justin Hayes	01/04/10	N / A	N / A
Black, Jed K (pty) (2 cases)	08-10199	Jed K Black and Dolly M Black	7	12/31/08	Debtor	N / A
	10-01020	First Bank of Houston v. Black		04/20/10	Defendant	N / A

FIGURE 15

ONE CHARACTER NAME QUERY

In previous versions of CM/ECF, two characters of the last name were required for a name search on the Query screen, making it impossible for a user to search for a person with a single-character last name. With release 4.1, if a single character is entered into the last name field, it is evaluated for the exact name match only. A message appears on the screen informing the user that only exact matches will be found (fig. 16).



Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Search Clues

Case Number

Last / Business Name (Examples: Desoto, Des*t)

First Name Middle Name

SSN / ITIN Tax ID / EIN

Type Open cases Closed cases

Message from webpage

? This search will return only matches with single-character last names. Continue?

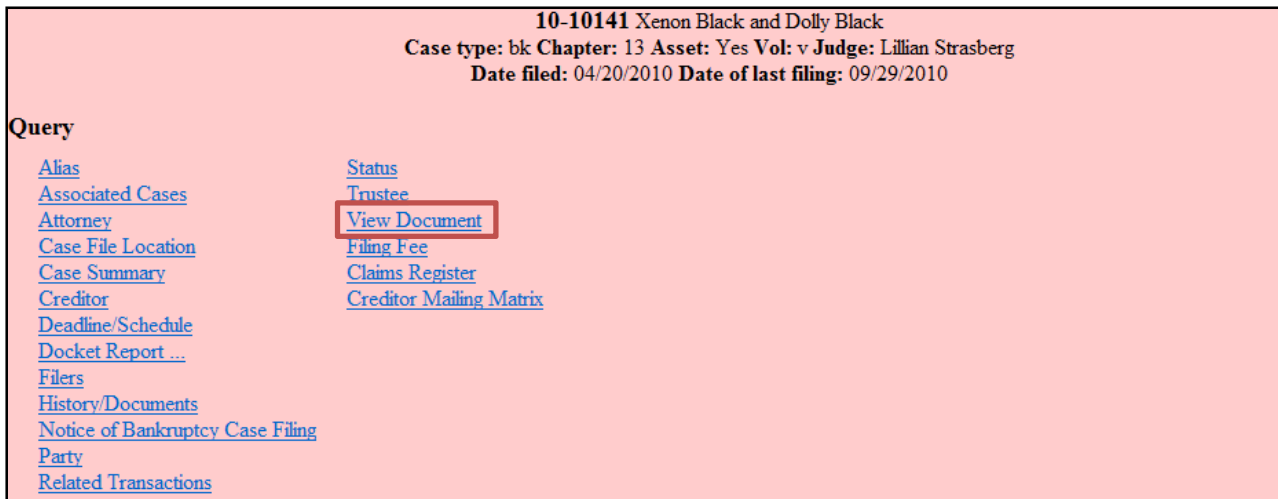
FIGURE 16

Searching with a wildcard and one character (a*) is not permitted.

VIEW DOCUMENT

Previously, there was no way to view a document without first viewing the docket report. Now, a “**View Document**” link on the Query menu allows you to enter a document number in the case and view the document without having to run a docket sheet (fig. 17). This feature will enable PACER users to eliminate charges for first accessing the docket report.

Users must know the document number to access the PDF document in this manner.



10-10141 Xenon Black and Dolly Black
Case type: bk Chapter: 13 Asset: Yes Vol: v Judge: Lillian Strasberg
Date filed: 04/20/2010 Date of last filing: 09/29/2010

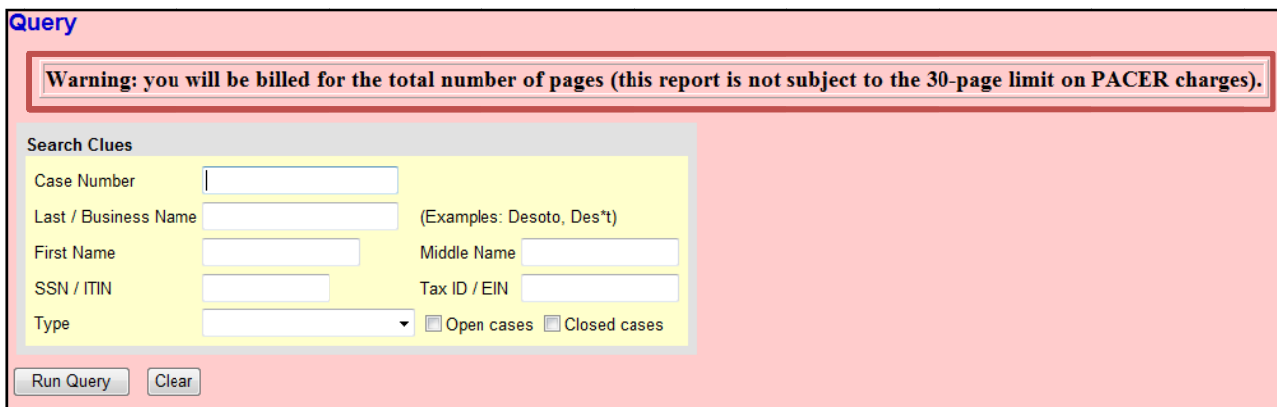
Query

Alias	Status
Associated Cases	Trustee
Attorney	View Document
Case File Location	Filing Fee
Case Summary	Claims Register
Creditor	Creditor Mailing Matrix
Deadline/Schedule	
Docket Report ...	
Filers	
History/Documents	
Notice of Bankruptcy Case Filing	
Party	
Related Transactions	

FIGURE 17

QUERY BILLING

A warning message has been added to the Query search screen to remind PACER users that there is no 30-page PACER billing cap on the information returned from these searches (fig. 18).



The screenshot shows the 'Query' search interface. At the top, a red-bordered box contains the warning: 'Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges)'. Below this is a 'Search Clues' section with a yellow background, containing input fields for Case Number, Last / Business Name, First Name, Middle Name, SSN / ITIN, Tax ID / EIN, and Type. There are also checkboxes for 'Open cases' and 'Closed cases'. At the bottom of the search section are 'Run Query' and 'Clear' buttons.

FIGURE 18

SEALED DOCUMENT PROCEDURES

A new section, *File a sealed document per court order*, has been added to the Bankruptcy and Adversary Events menus (fig. 19).



The screenshot shows the 'Bankruptcy Events' menu. The menu items are: [File New Bankruptcy Case](#), [File New Involuntary Case](#), [Response/Objection/Reply to Response](#), [Schedules/Statements/New Case Deficiencies](#), [Appeal](#), [Batch Filings](#), [Claim Actions](#), [Miscellaneous](#), [Motions/Applications](#), [Notices](#), [Plan](#), [Case Upload](#), [File Claims](#), [Creditor Maintenance...](#), [Judge/Trustee Assignment](#), [Claims Upload](#), and [Order Upload](#). The option [File a sealed document per court order](#) is highlighted with a red-bordered box.

FIGURE 19

When an order has been entered granting your request to file documents with the Court under seal, you will use this menu option to gain access to two new available events: *Sealed document per court order* and *Sealed motion per court order* (see fig. 20, next page).

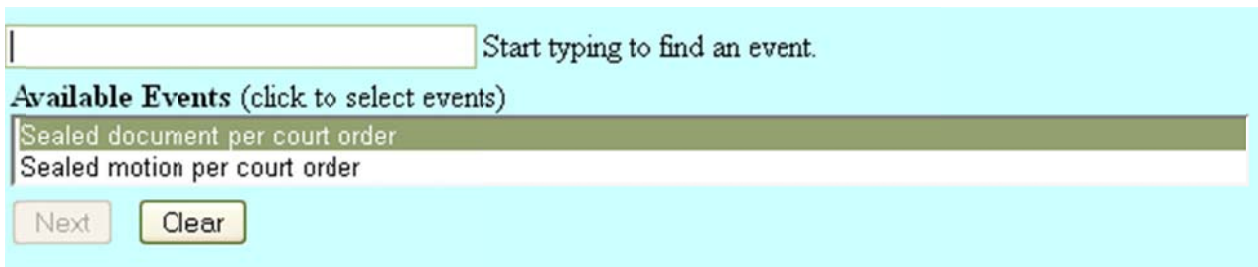


FIGURE 20

After you have selected the appropriate event from the available events menu and have selected the party that you represent, you will upload the .PDF version of your sealed document and you will be asked to enter the title of your document (fig. 21).

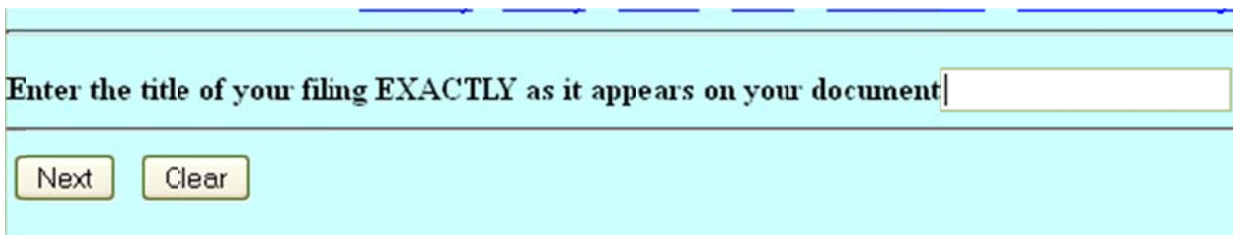


FIGURE 21

On the next screen, you MUST link your sealed document to the order granting your motion to seal (fig. 22).

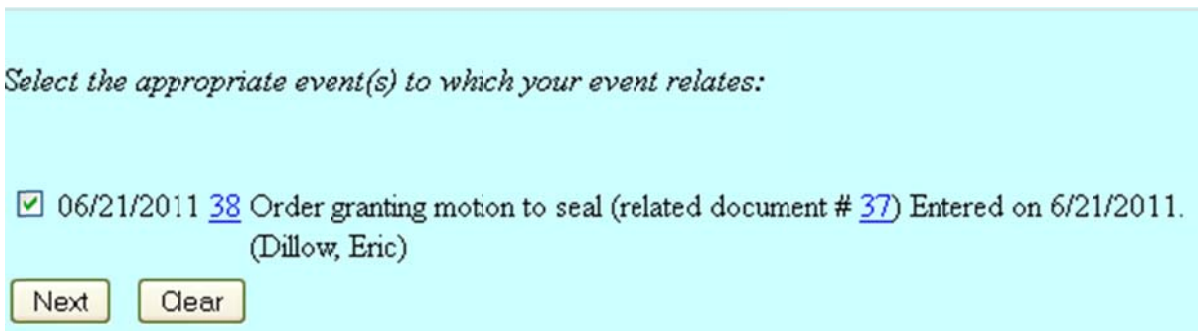


FIGURE 22

Once you have reviewed the docket text and completed your filing, the .PDF version of your sealed document will only be viewable to you as the filing party, the Judge, and select Court staff unless otherwise directed by the order granting the motion to seal.

CHANGING YOUR PASSWORD

CM/ECF 4.1 allows you to maintain your password separately from other account information and actions. You will no longer change your password through the *Maintain Your ECF Account* program. Instead, you will use the *Change Your Password* link that now appears in the Utilities menu.

PRIVACY OF SOCIAL SECURITY NUMBERS

The Judicial Conference Privacy Policy prohibits the disclosure of an individual's full social security number, among other items, to prohibit against identity theft. Any document filed after the enactment of this policy on December 1, 2003 that contains such information must be restricted to court staff, and a redacted version must be filed for public access.

Documents filed before the policy was implemented may still contain private information. Previously, such documents may have been available to PACER users. To avoid this, CM/ECF 4.1 will place restrictions on all documents, including claims, filed in cases opened before December 1, 2003 that have been closed for at least one year. Documents that were previously unrestricted are now available only to court staff, case participants and anyone using a public terminal at the Clerk's Office.

PAYING YOUR FILING FEES

A new dialog box appears in CM/ECF 4.1 after you have filed a document that requires a filing fee (fig. 23). You may choose to pay the fee at this time or continue filing and pay the fees later. If the fees are not paid within 24 hours, your account will be locked and you will not be able to file any other documents until the fees are paid in full.



FIGURE 23

When you click the Pay Now button, a new screen appears that allows you to select only the filing fees that you want to pay (fig. 24). This feature allows you more flexibility in paying with different accounts or in organizing your client accounts.

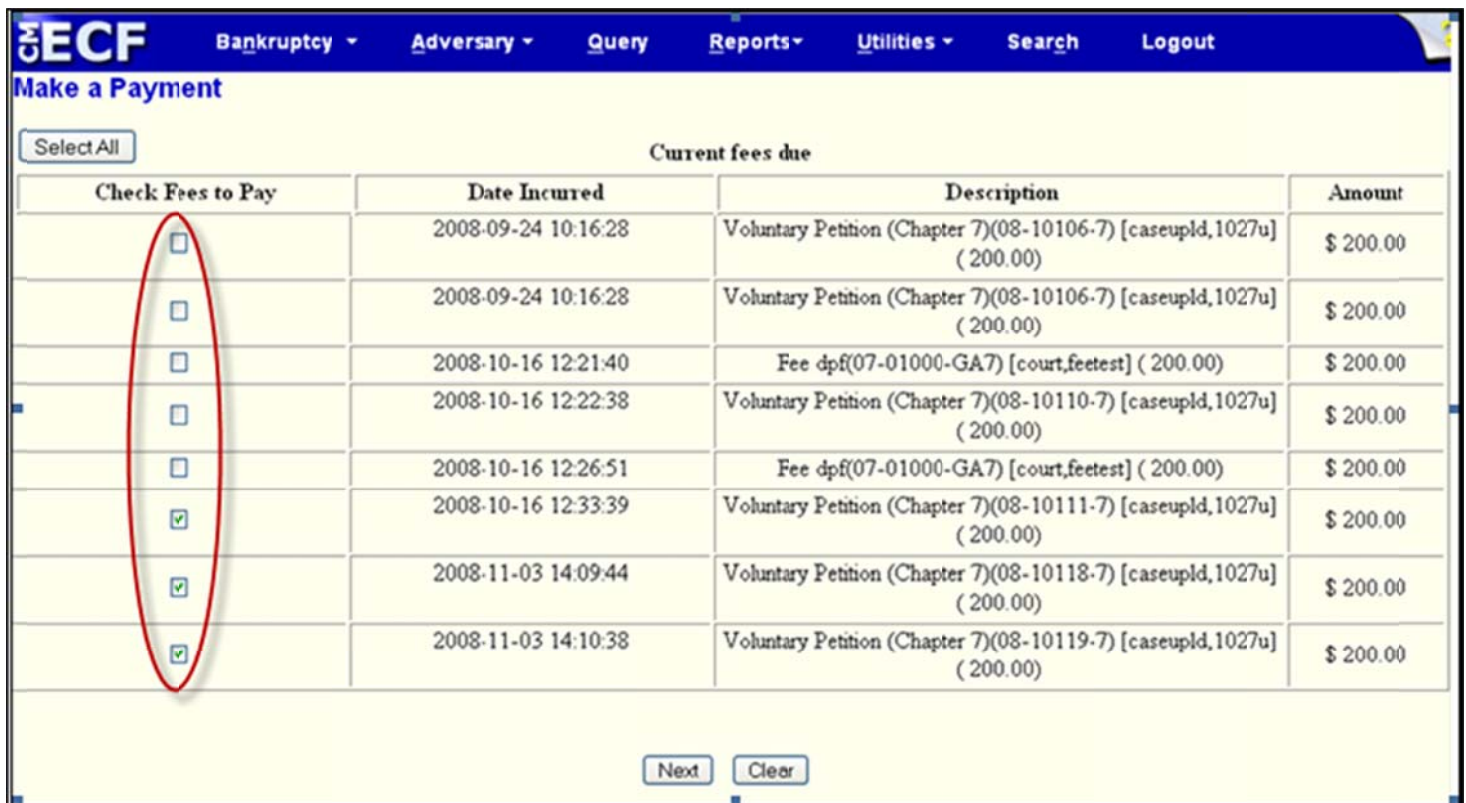


FIGURE 24

After you have selected the fees that you want to pay at this time, click the Next button and you can enter your credit/debit card information.