



Effective December 1, 2013 Certain Official Forms, Miscellaneous Fees, and Rule Changes take effect.

Clerk’s Notice 13-09, Changes in Bankruptcy Court Miscellaneous Fee Schedule

The Judicial Conference of the United States approved the increase of certain Bankruptcy Court Miscellaneous Fees.

Bankruptcy Court Miscellaneous Fee Schedule Changes		
	Previous Filing Fee	Fee Effective December 1, 2013
Motion to Sell	\$0.00	\$176.00
Retrieval of one box of records from a Federal Records Center, National Archives or other storage location removed from the place of business of the court	\$53.00	\$64.00
Any payment returned or denied for insufficient funds (includes ACH)	\$53.00	\$53.00

Please review [Clerk’s Notice 13-09, Notice Regarding Bankruptcy Court Miscellaneous Fee Changes](#) located on our website for more information.

Clerk’s Notice 13-10, Notice Regarding Revisions to Certain Bankruptcy Forms

The Judicial Conference of the United States approved the revision of certain Official Bankruptcy Forms.

Official Form Changes	
B3A	Application for Individuals to Pay the Filing Fee in Installments
B3B	Application to Have the Chapter 7 Filing Fee Waived
B6I	Schedule I: Income
B6J	Schedule J: Expenses
B6	Summary (Summary of Schedules)
B23	Debtor’s Certification of Completion of Post-Petition Instructional Course Concerning Personal Financial Management
B27	Reaffirmation Agreement Cover Sheet
B200	Required Lists, Statements, Schedules, and Fees
B254	Subpoena for Rule 2004 Examination

B255	Subpoena to Appear and Testify at a Hearing or Trial in a Bankruptcy case (or Adversary Proceeding)
B256	Subpoena to testify at a Deposition in a Bankruptcy Case (or Adversary Proceeding)
B257	Subpoena to Produce documents, Information, or Objects or to Permit Inspection in a Bankruptcy Case (or Adversary Proceeding)

Please review [Clerk's Notice 13-10, Notice Regarding Certain Bankruptcy Forms](#) located on our website for more information.

Fed. R. Bank. P. 1007(b) (7)

Pursuant to an amendment to Rule 1007(b) (7), approved Financial Management Course providers may file a Financial Management Certificate of Completion on behalf of a debtor. As a result, a (1) Financial Management Course Provider ECF Registration Form and (2) Personal Management Certificate event have been created.

Financial Management Course Provider ECF Registration Form

A Financial Management Course Provider ECF Registration Form is available on our website. It is located on the Becoming a Registered ECF User within the Electronic Case Filing tab. Click the link to the Financial Management Course Provider Registration Form.

Forms Reference Library Judges Case Information Electronic Case Filing Related Sites

Home » [Electronic Case Filing](#)

Becoming a Registered ECF User

Before you can file documents electronically with the Northern District of Texas Bankruptcy Court, you must register with the court. Please take the short quiz entitled, ["The Facts about ECF"](#) to find out what it means to be an e-filer in the Northern District of Texas Bankruptcy Court.

Based on the type of pleadings that you will file, click on the appropriate registration process:

- **Attorney Registration** - Typical documents associated with this type of registration include, but are not limited to: new bankruptcy cases, new adversary proceedings, appeals, motions/applications, proof of claims and proposed orders.
[Debtor Attorney Class](#)
[Creditor Attorney Class](#)
- **Creditor/Limited Use Filer Registration** - Typical documents associated with this type of registration include, but are not limited to: assignments/transfers of claims, proof of claims, notices of appearance and reaffirmation agreements.

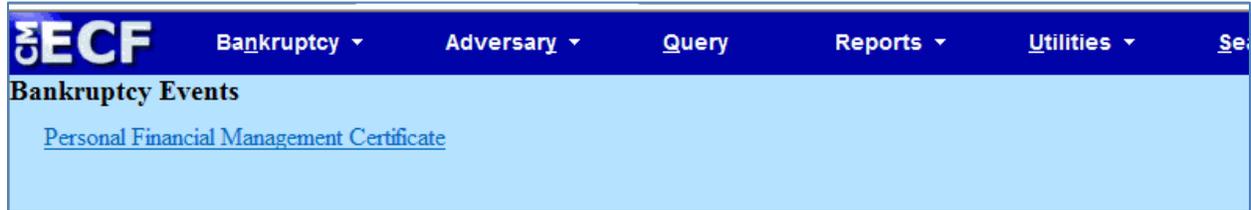
If you need to register with PACER (Public Access to Court Electronic Records), please click the following link - [PACER Registration](#)

E-mail completed Registration Forms to ECF Registration at ecfhelp@txnb.uscourts.gov.

Personal Financial Management Certificate event for Financial Management Course Providers

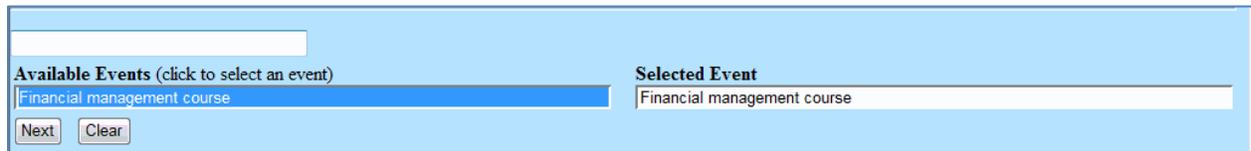
For a Financial Management Provider to docket a Financial Management Course Certificate(s) on behalf of a debtor, please follow the instructions below (**[Bankruptcy > Personal Financial Management Certificate]**):

- Click on Bankruptcy
- Click on Personal Financial Management Certificate



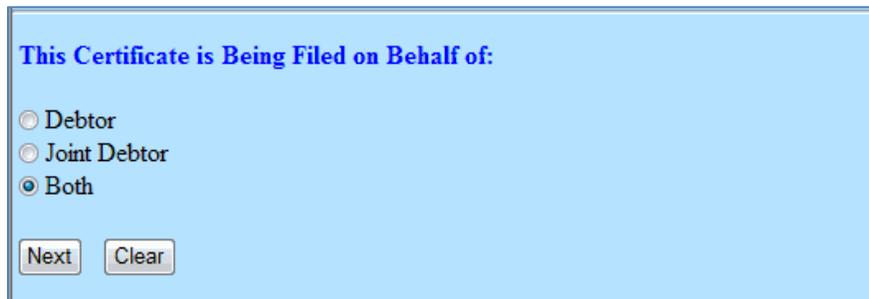
The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below the navigation bar, the page title is "Bankruptcy Events". Underneath, there is a link for "Personal Financial Management Certificate".

- Enter the Case Number
- Click Next
- Select the event Financial Management Course



The screenshot shows a selection screen for events. On the left, under "Available Events (click to select an event)", there is a dropdown menu with "Financial management course" selected. On the right, under "Selected Event", there is a text box containing "Financial management course". Below these fields are "Next" and "Clear" buttons.

- Click Next
- Browse for and attach the PDF of the certificate. Ensure you are filing the correct PDF to this entry by opening and viewing the document. Then, click Next
If this is a jointly filed case *and* you are filing a certificate on behalf of the joint debtor, select the appropriate radio button.



The screenshot shows a screen titled "This Certificate is Being Filed on Behalf of:". Below the title, there are three radio button options: "Debtor", "Joint Debtor", and "Both". The "Both" option is selected. At the bottom of the screen, there are "Next" and "Clear" buttons.

- Click Next
- Click Next
- Review the final docket text for accuracy

Docket Text: Final Text

Financial management course certificate filed on behalf of Debtor and Joint Debtor by Personal Financial Management Course Provider. (Test, FinMgtPro)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

- Click Next
- Review the Notice of Electronic Filing

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/>.