ADMINISTRATIVE PROCEDURES FOR THE FILING, SIGNING, AND VERIFYING OF DOCUMENTS BY ELECTRONIC MEANS IN TEXAS BANKRUPTCY COURTS

Effective December 1, 2004

Revised March 11, 2015

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I. THE ELECTRONIC CASE FILING SYSTEM

A. Statewide ECF Administrative Procedures.

The United States Bankruptcy Courts for the Northern, Southern, Eastern, and Western Districts of Texas (collectively, the "Texas Bankruptcy Courts") have each authorized the filing, signing and verification of documents by electronic means. The precise scope of documents authorized or required to be filed in an electronic format varies by district. The purpose of this Appendix is to provide attorneys and other parties who seek to file documents by electronic means a convenient means by which to ascertain the appropriate electronic filing procedures for a particular Texas Bankruptcy Court (hereafter referenced as the "Authorizing Court").

B. Participation in the Electronic Filing Program.

1. **Registration Requirement.** An approved participant (an "Electronic Filer"), including any attorney admitted to practice before the Authorizing Court, must register for an authorization through which such person can accomplish the electronic filing of documents with such Authorizing Court.[2]

2. **Authorization.** An approved participant (an "Electronic Filer") will be assigned a login and password combination with which to access the Electronic Filing System (the "System") for a particular Authorizing Court.

C. Electronic Filing by Creditors and Agents for Creditors.

A creditor or an agent for a creditor (including an attorney-agent not admitted to practice before the Authorizing Court) may also become an Electronic Filer for the purpose of filing by electronic means proofs of claim and a limited range of claim- related documents with the Authorizing Court. Each Authorizing Court shall determine the precise scope of documents which may be filed through a creditor authorization. Any creditor who routinely files claims and other documents in any Authorizing Court may be required to become an Electronic Filer.

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[1] Though permissive language is utilized in this Appendix, please consult the electronic filing information provided on the Internet homepage of each particular Texas Bankruptcy Court to determine whether the filing of documents by electronic means is required. Those websites are identified in Sections II(A)(1) and VI(A)(1) of this Appendix.

[2] In the Northern District, this includes government attorneys exempted from admission requirements under LR 83.11.

D. Electronic Filing by Other Persons.

Documents to be filed by any person who is not an Electronic Filer may be filed by electronic means at any office of the Clerk of the Authorizing Court. Each Authorizing Court shall determine the precise methodologies and procedures to accomplish such filings.

II. REGISTRATION AND TRAINING

A. Registration.

1. Registration Forms. Registration forms are available from the Clerk of each Authorizing Court for which electronic filing registration is sought or through the Authorizing Court's website:

Northern District: **www.txnb.uscourts.gov**
Southern District: **www.txs.uscourts.gov**
Eastern District: **www.txeb.uscourts.gov**
Western District: **www.txwb.uscourts.gov**

The completed application must be returned to the applicable Clerk as follows:

Northern District:
United States Bankruptcy Court
Attn: Electronic Filing Registration
1100 Commerce Street, Suite 1254
Dallas, TX 75242
Phone: (214) 753-2600

**If applicants meet pre-registration and/or class requirements, they can email applications to ecftraining@txnb.uscourts.gov.

Southern District:
Electronically, following the instructions found on the Court's Attorney Admissions webpage.

Eastern District:
ECF HelpDesk
United States Bankruptcy Court Plaza Tower
110 N. College, Ninth Floor
Tyler, TX 75702
Phone: (903) 590-3233

Western District:
ECF Help Desk
United States Bankruptcy Court
615 E. Houston St. San Antonio, TX
Phone: (210) 472-6720 ext. 272

[If mailed to:]
P. O. Box 1439
San Antonio, TX 78295-1439

A separate registration form must be submitted for each attorney within a particular law firm.

2. **Login/Password Assignments.** An approved participant (an "Electronic Filer") will be assigned a login and password combination with which to access the Electronic Filing System (the "System") for a particular Authorizing Court. Additional login/password combinations may be authorized by the Clerk of the Authorizing Court. Only the Electronic Filer, or an authorized representative, may receive the electronic notice of the assigned login and password combination(s). Unless the Clerk of the Authorizing Court grants a request for delivery of the login/password assignment by first class mail or through some other approved means, the Electronic Filer shall receive notice of such assignments by electronic mail. Each Authorizing Court reserves the right to revoke or to change any assigned login and/or password from time to time as may become necessary.

3. **System Access**. The assignment of a login and password combination will initially be utilized for training purposes only and such combination will not be activated for use on the "live" System until such time as the Electronic Filer has successfully completed all training requirements imposed by the Authorizing Court and has received full authorization from that Court to utilize its System.

[Exception (Southern District): Training is available on request but is not required.]

4. **Consent to Electronic Notice from Court.** By accepting a login and password from the Authorizing Court, an Electronic Filer consents, in lieu of any right to receive notice by first class mail, including notice issued pursuant to Fed. R. Bankr. P. 2002(a) and 9022, to the receipt of notice by electronic means from the Authorizing Court or from the Bankruptcy Noticing Center.

5. **Consent to Electronic Notice from Parties.** By accepting a login and password from the Authorizing Court, an Electronic Filer consents, in lieu of any right to service of any document by personal service or by first class mail from interested parties, to accept service from such parties by electronic means through the transmission facilities of the Authorizing Court, excepting the service of process of a summons and complaint in an adversary proceeding under Fed. R. Bank. P. 7004, or the service of a subpoena under Fed. R. Bankr. P. 9016.

6. **Password Security.** An Electronic Filer may find it desirable to change his/her password periodically. This may be accomplished through procedures set forth in the User's Manual available on the website of the Authorizing Court. In the event that an Electronic Filer believes that the security of an existing password has been compromised, the Electronic Filer shall give immediate notice to the Clerk of the Authorizing Court in order to prevent access to the System by the use of that password. Such notice may be given in the manner set forth in the User's Manual issued by the Authorizing Court.

7. **Change of Address.** In the event of a change in any registration information (e.g., mailing address, e-mail address, etc.), an Electronic Filer assumes sole responsibility for updating such registration information with the Authorizing Court through the Utilities section of the System.

B. <u>Training.</u>

1. **Prerequisite to Live Access.** An Electronic Filer must demonstrate the ability to docket pleadings satisfactorily to the Authorizing Court's training system as a prerequisite to obtaining access to such Court's "live" System.

2. **Training Sessions.** To assist prospective Electronic Filers in fulfilling the above prerequisite, each Authorizing Court shall conduct classroom or on-line training sessions as needed to train prospective Electronic Filers and shall reserve the right to organize such training sessions according to party-type (e.g., trustees, debtor attorneys, creditor attorneys, etc.). Staff members associated with prospective Electronic Filers, such as paralegals and legal assistants, are strongly encouraged to attend these sessions.

3. **Reciprocity.** Attorneys who are admitted to practice before an Authorizing Court and who have been authorized to file documents by electronic means in another federal district may become an Electronic Filer in the Authorizing Court upon a demonstration of the ability to docket pleadings successfully to that Court's training system. Such reciprocity requests should be presented to the Clerk of the Authorizing Court who shall exercise sole discretion as to whether such reciprocity request should be granted or whether additional training requirements should be imposed.

4. **Telephonic Training**. Certain Electronic Filers who require only limited access to electronic document filing, such as for proofs of claim only, may not be required to attend classroom or on-line training, but instead may receive training assistance by telephone. However, each Authorizing Court reserves the right to require classroom training for any prospective Electronic Filer and those trained via telephone shall still be required to demonstrate the ability to docket pleadings satisfactorily to the Court's training system prior to gaining access to the "live" system of the Authorizing Court.

   [Exception (Southern District): Training is available on request but is not required.]

III. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. <u>Filing.</u>

1. **Scope.** Except as stated otherwise below, any petition, complaint, motion, answer, objection, comment, response, memorandum of law, proof of claim, or other document in connection with a case may be filed by electronic means. Such document must be in a portable document format ("PDF") at the time of submission to the System.

2. **Methodology.** Any such document, together with any pleading attachments thereto, shall be electronically filed under one docket entry and the Electronic Filer will be responsible for designating an appropriate title for the document by utilizing one of the docket event categories authorized by the System.

3. **Certificate of Service.** Any required certificate of service shall be included in the main document.

[Exception (Southern District): Certificates of service may also be filed separately.]

4. **Proposed Orders Due Upon Filing.** See Section IV of this Appendix for specific instructions for the submission of proposed orders in each particular district.

5. **Pleading Attachments.** See Section III(C) of this Appendix for specific instructions regarding the filing of any document in conjunction with any pleading or proof of claim.

6. **PDF File Limitations.** No single PDF file, whether containing a document or an attachment, may exceed the preset file size. The Northern and Southern Districts have a 5MB (60 page) limit. The Eastern District has a 10MB limit and the Western District has a 25 MB limit. Documents and/or attachments in excess of the preset file size must be divided into multiple PDF files and accurately described to the Authorizing Court.

7. **Motion for Leave.** A motion for leave of court to file a document must be filed by electronic means. The document for which such leave is sought shall be submitted for review as a pleading attachment to the main document. Upon receipt of an order granting leave, an Electronic Filer shall file the authorized document by electronic means.

8. **Motion to File Document Under Seal.** A motion to file a document under seal shall be filed electronically *without* attachment of the subject document(s) for which protection is sought. The Authorizing Court may require the submission of paper copies of the subject document(s) in a sealed envelope prior to the issuance of any ruling on the motion. Upon the granting of the motion, and only if paper copies of the protected subject document(s) have not previously been provided, the Electronic Filer shall file paper copies of the protected document(s) in a sealed envelope, with a copy of the order authorizing the filing of the documents under seal affixed to such envelope.

   [Exceptions (Northern District): Upon the granting of the motion and entry of the order on the case docket, the sealed document shall be filed electronically by the Electronic Filer using one of the following docket events: Sealed document per court order or Sealed motion per court order.

(Southern District): The sealed document shall be filed electronically by the Electronic Filer, using the appropriate sealed docket event, along with a separate, unsealed motion to seal and proposed order to seal.]

9. **Adversary Complaint and Summons.** A complaint, with a proposed summons as an attachment, must be filed electronically with the Court. The Court will return the issued summons to the filing party electronically.

10. **Emergency and Expedited Hearing Requests**. Upon the filing of documents which require the immediate attention of the Authorizing Court, such as requests for emergency or expedited hearings, an Electronic Filer shall immediately notify the applicable Courtroom Deputy or Case Manager by telephone or by e-mail. Telephone and e-mail information for the Texas Bankruptcy Courts is available on each Court's website.

    Northern District: **www.txnb.uscourts.gov**
    Southern District: **www.txs.uscourts.gov**
    Eastern District: **www.txeb.uscourts.gov**
    Western District: **www.txwb.uscourts.gov**

11. **Designation of Appellate Record.** A designation of the items to be included in the record on appeal pursuant to Fed. R. Bankr. P. 8006 must be filed by electronic means. However, copies of the designated documents to be delivered to the Clerk of the Authorizing Court pursuant to the applicable local rule shall be delivered in a paper format, with the format of all subsequent filings to be determined by the appropriate District Court.

12. **Unavailability of System.** If there is a technical failure of the Court's System which renders it inaccessible to an Electronic Filer on the last day prescribed under any applicable rule or court order for the timely filing of a document, such prescribed period shall be extended until the end of the next business day after access to the System has been restored.

    Practice Note*: Parties should be aware that the Authorizing Court may lack authority to relieve a party from the operation of any applicable statute of limitations based upon the unavailability of the Court's System. In such event, alternative filing means should be utilized in a timely manner.*

B. Signatures.

1. Signature Requirement. A document filed by electronic means shall either:

(a) contain a scanned image of any manual signature or an electronic signature affixed thereto; or

(b) display an "/s/" with the name typed in the location at which the signature would otherwise appear such as:

/s/ Jane Doe; OR

/s/ Jane Doe, Notary Public[3]; OR

/s/ Jane Doe, President, ABC Corporation.

2. Consequence of Login/Password Usage. Without relieving an Electronic Filer of the duty to comply with the signature requirement outlined above in Section III(B)(1), the filing of any document using a login/password combination issued by the Authorizing Court shall constitute an Electronic Filer's signature for purposes of signing the document under Fed. R. Bankr. P. 9011 or any other signature requirement imposed by the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, or any local rule of the Authorizing Court. No person shall knowingly utilize or cause another person to utilize the password of an Electronic Filer unless such a person is an authorized agent of the Electronic Filer.

3. Declarations for Electronic Filing. Within seven (7) business days of the filing by electronic means of a bankruptcy petition, list, schedule, or statement that requires verification or an unsworn declaration under Fed. R. Bankr. P. 1008, the Electronic Filer shall tender to the Court in paper format the appropriate "Declaration for Electronic Filing," substantially conforming either to Exhibit "B-1," "B-2," or "B-3," which has been executed by any individual debtor or by the authorized representative of any corporate or partnership debtor.

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[3] If the "/s/" signature option is utilized for a notary public, the commission date for such notary public should be typed on the electronically-submitted document.

4. **Retention of Documents With Third-Party Signatures.** Except as otherwise set forth in this Appendix, or as otherwise ordered by the Authorizing Court, documents which contain the original signature of any party other than the Electronic Filer, other than a Declaration for Electronic Filing as referenced above, shall be retained by the Electronic Filer for a period of not less than five (5) years after the case or adversary proceeding is closed and, upon request, such original document must be provided to the Court or other parties for review.

C. <u>Pleading Attachments.</u>

1. **Definition.** A "pleading attachment" is any document filed in support of, or in conjunction with, any pleading or proof of claim filed with the Authorizing Court. A pleading attachment shall be submitted as a PDF attachment to (and docketed with) the main document.

   Exception[1]: Memorandum of Law. *A memorandum of law pertaining to a pleading must be filed separately and linked as a related document to such pleading.*

   Exception[2]: Trial Exhibits. *No trial exhibit shall be filed by electronic means.*

2. **Summary or Excerpt Required.** Except as stated below or otherwise authorized by separate court order, no document in excess of forty (40) pages shall be filed as a pleading attachment. In lieu thereof, the Electronic Filer shall either create and thereafter file as the pleading attachment:

   (a) an accurate summary of such document; or
   (b) an excerpt of such portion of such document as may be directly germane to the issue being presented to the Court provided; however, that the excerpted material is clearly and prominently identified as such.

3. **Service of Complete Copy Upon Request.** If a summary or excerpt is filed with the Court as a pleading attachment, any party entitled to service of the pleading under the Federal Rules of Bankruptcy Procedure, the Local Rules of any Authorizing Court or any court order has a right to request service of a complete copy of the source document for which the summary or excerpt is

submitted and the filing party shall immediately comply with such request at no charge to the requesting party. A complete copy of the source document must also be available for distribution to the Court and opposing parties at any scheduled hearing pertaining to the matter.

4. Exceptions to the Summary/Excerpt Requirement. Pleading attachments to the following pleadings are excepted from the summary/excerpt requirement expressed above and shall instead be filed in their entirety by electronic means, subject to the PDF file limitations imposed by Section III(A)(6) of this Appendix:

(a) Chapter 9 or Chapter 11 Plan of Reorganization;
(b) Disclosure Statement;
(c) Application for Compensation and/or Reimbursement of Expenses;
(d) Applications to Employ pursuant to Fed. R. Bankr. P. 2014;
(e) Motion to Dismiss pursuant to Fed. R. Bankr. P. 7012;
(f) Motion for Summary Judgment pursuant to Fed. R. Bankr. P. 7056;
(g) Motion for TRO/Injunctive Relief pursuant to Fed. R. Bankr. P. 7065;
(h) Motion for New Trial or to Alter/Amend Judgment pursuant to Fed. R. Bankr. P. 9023;
(I) Motion for Relief from Judgment/Order pursuant to Fed. R. Bankr. P. 9024;
(j) Motion for Remand pursuant to Fed. R. Bankr. P. 9027;
(k) Trustee's Final Report and Account (in all chapters);
(l) Any documents containing affidavits or verified statements; and
(m) Proofs of Claim.

5. Paper Copy for Chambers Required. Unless otherwise ordered, a complete paper copy of the following pleadings, including all attachments thereto, should be delivered within 24 hours of the electronic filing to the Clerk of the Authorizing Court for use by the assigned judge. Such pleadings are designated below according to district:

(a) <u>Northern District</u>:
If paper copy is required, filer will be notified when filing the specified document. See <u>Attorney Desk Reference</u> for paper requirements for each judge.

(b) **<u>Southern District</u>:**
None. The Court will request paper copies if necessary.

(c) **<u>Eastern District</u>:**
(1) Chapter 9 or Chapter 11 Plan of Reorganization
(2) Disclosure Statement;
(3) Motion for Summary Judgment;
(4) Application for Compensation and/or Reimbursement of Expenses (when fee exhibit exceeds 25 pages); and

(5) Motion to Dismiss pursuant to Fed. R. Bankr. P. 7012 (if over 25 pages).

(d) **<u>Western District</u>:**
None at this time.

6. **Affidavits.** The digital representation of an affidavit filed pursuant to the directives of this Section shall be construed as a valid affidavit upon which the Authorizing Court shall be entitled to rely. At the request of the Court or upon any dispute regarding the validity of the underlying affidavit, the Electronic Filer shall produce the originally-executed affidavit at any scheduled hearing pertaining to the matter.

7. **Trial Exhibits.** No trial exhibit shall be filed by electronic means.

D. <u>Special Instructions Regarding Fees.</u>

1. **Northern District:**
Please consult the ECF On-Line Payment Process which is available at http://www.txnb.uscourts.gov/online-payment-process. Electronic Filers who choose to pay filing fees for multiple filings in a single payment or those using a "quick filing" or "flash filing" feature offered in certain bankruptcy filing software must settle their accounts within 24 hours.

2. **Southern District:**
The system will prompt Electronic Filers for payment by credit card when filing a document for which a fee is due. Filers may elect to pay filing fees during the filing transaction or to make a single payment for accumulated filing fees. Filers who fail to pay a required fee within 48 hours of filing the document will be locked out of the system until fees are paid.

3. **Eastern District:**
Please consult the ECF On-Line Credit Card Payment Guide which is available at www.txeb.uscourts.gov/Finance/Internet Credit Card Manual.pdf. Electronic Filers may elect to pay the required filing fee after each transaction or make a single payment for all accumulated filing fees.

4. **Western District:**
None at this time.

E. Service.

1. **Notice of Electronic Filing.** Whenever a document is filed by electronic means in accordance with these procedures, the System will automatically generate for the Electronic Filer a "Notice of Electronic Filing" at the time of docketing in a format substantially conforming to Exhibit "A."

2. **Fulfillment of Service Requirements.** The System will serve either the "Notice of Electronic Filing" or, if so elected by the recipient, a "Daily Summary Report of Bankruptcy Filings" containing notice of the electronic filing of the document, upon all parties who have consented to electronic service. The service of the "Notice of Electronic Filing" or the "Daily Summary Report of Bankruptcy Filings" upon such parties is the equivalent of service of the document upon such parties by first class mail, postage prepaid, by the Electronic Filer.

3. **Service of Paper Documents.** The Electronic Filer must serve the document in paper format upon the debtor(s), if required, as well as upon any party entitled to service who is not registered for electronic service and is not, therefore, listed as a recipient of electronic notice on the Notice of Electronic Filing. Any supplemental certification regarding the service of paper documents must be filed by electronic means.

4. **Electronic Service of Summons/Complaint/Subpoena Prohibited.** Service of a summons and complaint under Fed. R. Bankr. P. 7004 or of a subpoena under Fed. R. Bankr. P. 9016 by electronic means is prohibited by the Federal Rules of Civil Procedure.

5. **Miscellaneous Service Provisions.**

(a) **Northern District:**

Notice of Hearing Required. A Notice of Hearing must be filed and served by the movant for all matters requiring a hearing, and for all subsequent continuances of that matter. When the movant is given a hearing date and time for a matter by the Court, it is the movant's responsibility to file and serve the Notice of Hearing.

(b) **Southern District:**
None at this time.

(c) **Eastern District:**
None at this time.

(d) **Western District:**
None at this time.

F. **Consequences of Electronic Filing.**
When a document has been transmitted to the System in a manner consistent with these Procedures and the System has generated to the Electronic Filer a responsive "Notice of Electronic Filing," the document is filed as of the date and time noted on such Notice. A document is filed on a particular day if the transmission of the document is completed prior to midnight in the Central time zone.

IV. SUBMISSION OF ORDERS.

A. General Provisions.

1. **Cover Sheet Not Required.** A cover sheet is not required for any order submitted by electronic means.

2. **Restrictions on Fonts**. The proper processing of orders through the Bankruptcy Noticing Center requires the use of designated fonts in any proposed order. The fonts used with Adobe Acrobat Writer version 3 or 4 must be Courier, Helvetica, or Times New Roman (regular, bold, italic, and bold italic). The fonts used with Adobe Acrobat Writer version 5 must be Arial, Courier, or Times New Roman (regular, bold, italic, and bold italic).

3. **Affixing Signatures.** Required signatures of parties or their respective attorneys on any agreed order or judgment may be

documented through any means authorized under Section III(B) of this Appendix.

B. <u>Specific Directives on Orders: Northern District.</u>

1. Submission of Proposed Orders, Court-Directed Orders, and Judgments Upon Filing. If a proposed order is required to be submitted to the Court, an Electronic Filer in the Northern District of Texas must submit the proposed order in PDF format using the Court's Order Upload feature in the ECF system. The ECF User Manual explains this requirement.

2. Specifications. All orders submitted must conform to the following specifications:

(a) The top margin on the FIRST PAGE must be four (4) inches. All other pages of the order will have a top margin of one (1) inch.

(b) To assist the Court in verifying that the "entire" body of the submitted order has been properly transmitted, the LAST LINE in the order must consist of "# # # END OF ORDER # # #" which is centered in the middle of the page to indicate that the order is completed. Any signatures and/or attachments will be placed below this line.

(c) Omit the date and judge's signature line. All orders will be signed electronically by the judge in the space provided at the top of the first page.

(d) All orders prepared by legal counsel shall indicate the name of the law firm, the scanned image or electronic signature of the attorney responsible for the order, the mailing address and phone number for the firm and the fax number and/or e-mail address, if applicable, below the "# # # END OF ORDER # # #" line.

(e) If the submitting party wishes to indicate to whom copies of the signed order should be sent, those parties' names and addresses shall be included on the order below the "# # # END OF ORDER # # #" line.

C. <u>Specific Directives on Orders: Southern District.</u>

1. Submission of Proposed Order Upon Filing. If a proposed order is required to be submitted to the Court, an Electronic Filer in the

Southern District of Texas must submit the proposed order as an attachment to the main document at the time of filing.

2. **Submission of Agreed and Court-Directed Orders and Judgments ("Greensheet Orders").** Unless otherwise ordered by the Court, the submission of orders and judgments to the Court, whether by agreement of the parties prior to a scheduled hearing or trial, or pursuant to a directive of the Court issued at the conclusion of a hearing or trial, shall be accomplished by electronic means through the selection of the following event: "*proposed order submission after hearing (greensheet).*"

D. <u>Specific Directives on Orders: Eastern District.</u>

1. **Submission of Proposed Order Upon Filing.** If a proposed order is required to be submitted to the Court, an Electronic Filer in the Eastern District of Texas must submit the proposed order as an attachment to the main document at the time of filing.

2. **Submission of Agreed and Court-Directed Orders and Judgments.** The submission of orders and judgments to the Court, whether by agreement of the parties prior to a scheduled hearing or trial, or pursuant to a directive of the Court issued at the conclusion of a hearing or trial, shall be accomplished by electronic means:

   (a) For orders pertaining to contested matters**,** the "Upload for Agreed and Court-Directed Orders" link in the "Bankruptcy Event" section of the System should be used.

   (b) For judgments or orders pertaining to adversary proceedings, the "Upload for Agreed and Court-Directed Orders and Judgments" link in the "Adversary Event" section of the System should be used.

3. **Submission Prior to Hearing.** If an agreed order or judgment which completely resolves all matters in dispute is submitted to the Court by electronic means at any time prior to a scheduled hearing or trial, the scheduled hearing or trial shall be canceled and the attendance of the parties at that scheduled hearing or trial shall be excused.

4. **Specifications.** Any type of order or judgment submitted by electronic means in the Eastern District shall be submitted in a traditional format, concluding with an open space of not less than

1.5 inches in length for the affixing of the judge's signature. This space shall be in lieu of the traditional dateline and signature block.

E. Specific Directives on Orders: Western District.

1. Submission of Proposed Order Upon Filing. For all motions, applications, objections to claims, and other requests for relief, including those with "negative notice language" (bankruptcy case or adversary proceeding) filed in the Western District of Texas, the Electronic Filer at the time of filing must separately submit a proposed order by electronic means using the Court's Order Upload feature in the System.

> ***Exception[1]: Orders Pertaining to Wage Withholding and Filing Fee Installments.*** *Requests for entry of order to pay wages and applications to pay filing fee in installments are considered administrative orders and proposed orders regarding these two pleadings shall be submitted as an attachment to the main document upon filing.*

2. Submission of Agreed and Court-Directed Orders and Judgments. The submission of orders and judgments to the Court, whether by agreement of the parties prior to a scheduled hearing or trial, or pursuant to a directive of the Court issued at the conclusion of a hearing or trial, shall be accomplished by electronic means using the Court's Order Upload feature in the System.

3. Specifications. Except as otherwise directed below, all orders submitted by electronic means in the Western District of Texas must conform to the following specifications:

(a) The top margin on the FIRST PAGE must be four (4) inches. All other pages of the order will have a top margin of one (1) inch.

(b) To assist the Court in verifying that the "entire" body of the submitted order has been properly transmitted, the LAST LINE in the order must consist of three (3) pound symbols (# # #) which is centered in the middle of the page to indicate that the order is completed.

(c) A line for the date and a signature line for the judge is to be omitted. All orders will be signed electronically by the judge in the space provided by the top margin on the first page.

(d) All orders prepared by legal counsel shall indicate the name of the law firm, the name of the attorney responsible for the order, the mailing address and phone number for the firm and, if desirable, the fax number and/or e-mail address. This information shall be included on the order, after the line containing the three (3) pound symbols.

(e) If the submitting party wishes to indicate to whom copies of the signed order should be sent, those parties' names and addresses shall be included on the order, after the line containing the three (3) pound symbols.

V. PUBLIC ACCESS TO THE DOCKET

A. Internet Access.

1. Access Through Websites. Any person may obtain access to the documents and dockets maintained by the Texas Bankruptcy Courts through their respective websites:

Northern District: **www.txnb.uscourts.gov**
Southern District: **www.txs.uscourts.gov**
Eastern District: **www.txeb.uscourts.gov**
Western District: **www.txwb.uscourts.gov**

Such Internet access requires registration with the PACER Service Center at www.pacer.psc.uscourts.gov (or 1-800-676-6856) and, in accordance with the mandate of the Judicial Conference of the United States, a user fee will be charged, except that parties who are served with a document through the use of the "Notice of Electronic Filing" generated by the Court's transmission facilities have one opportunity to view, save, or print that document without charge by utilizing the hyperlink which will appear in that Notice.

2. Protective Orders. Any person may move the Authorizing Court for an order limiting electronic access to, or prohibiting the electronic filing of, specifically identified materials upon the grounds that the utilization of electronic access or electronic filing is likely to prejudice the privacy interests of an affected party.

B. Public Access at the Court.

Public access to the information maintained in an electronic format by the Texas Bankruptcy Courts may be obtained without charge in each divisional office of the Clerk during regular business hours, excluding

federal holidays and extraordinary circumstances (i.e. delayed openings due to inclement weather).

C. Conventional Copies and Certified Copies.

Conventional copies and certified copies of documents maintained in an electronic format may be purchased in each divisional office of the Clerk during business hours. The fee for copying and certification is prescribed by 28 U.S.C. § 1930.

VI. EXHIBITS

A. Notice of Electronic Filing

Sample Format

U.S. Bankruptcy Court

Northern District of Texas (train)

Notice of Electronic Filing

The following transaction was received from Pat Test entered on 12/31/2013 at 12:30 PM CST and filed on 12/31/2013

Case Name: Alex A. Debtor
Case Number: 13-30011-sgj7
Document Number: 11

Docket Text:
Notice of change of address filed by Debtor Alex A. Debtor. (Test, Pat)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: Test Doc.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1017686615 [Date=12/31/2013] [FileNumber=226533-0
] [061a5b80507178cb558ffa7c808e9d90316cdff65eed398e8fafa3a6e6f7ffa0437
4244fd470a83c7756d5f711368572c8c542e907715506811852f59a9fb2d6]]

13-30011-sgj7 Notice will be electronically mailed to:

Attorney Test on behalf of Trustee Robert Milbank, Jr.
kevin_sauer@txnb.uscourts.gov

Pat Test on behalf of Debtor Alex A. Debtor
patricia_blunt@txnb.uscourts.gov

13-30011-sgj7 Notice will not be electronically mailed to:

Robert Milbank, Jr.
Law Office of Robert Milbank, Jr.
500 N. Akard, Suite 3960
Dallas, TX 75201

B. Exhibit B-1 to Appendix 5005: If filing petition and all schedules/statements simultaneously

BTXN 169

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF TEXAS

IN RE:

_____	§	Case No. _____
Debtor(s)	§	
	§	Chapter _____
	§	

DECLARATION FOR ELECTRONIC FILING OF BANKRUPTCY PETITION, LISTS, STATEMENTS, AND SCHEDULES

PART I - DECLARATION OF PETITIONER:

As an individual debtor in this case, or as the individual authorized to act on behalf of the corporation, partnership, or limited liability company seeking bankruptcy relief in this case, I hereby request relief as, or on behalf of, the debtor in accordance with the Chapter of Title 11, United States Code, specified in the petition to be filed electronically in this case. I have read the information provided in the petition, lists, statements, and schedules to be filed electronically in this case and I hereby declare under penalty of perjury that the information provided therein is true and correct. I understand that this Declaration is to be filed with the Bankruptcy Court within seven (7) business days after the petition, lists, statements, and schedules have been filed electronically.

☐ ***[Check only if Chapter 7 individual debtor(s) whose debts are primarily consumer debts]***
I am an individual whose debts are primarily consumer debts and who has chosen to file under Chapter 7. I am aware that I may proceed under Chapter 7, 11, 12, or 13 of Title 11, United States Code, understand the relief available under each Chapter, and choose to proceed under Chapter 7.

☐ ***[Check only if debtor is a corporation, partnership or limited liability company]***
I hereby further declare under penalty of perjury that I have been authorized to file the petition, lists, statements, and schedules on behalf of the debtor in this case.

Date: _____ _____ _____
Debtor Joint Debtor

PART II - DECLARATION OF ATTORNEY:

I declare ***under penalty of perjury*** that: (1) I will give the debtor(s) a copy of all documents referenced by Part I herein which are filed with the United States Bankruptcy Court; and (2) I have informed the debtor(s), if an individual with primarily consumer debts, that he or she may proceed under Chapter 7, 11, 12, or 13 of Title 11, United States Code, and have explained the relief available under each such chapter.

Date: _____ _____
Attorney for Debtor

(Revised 1/15/14)

C. Exhibit B-2 to Appendix 5005: If filing "bare-bones" petition, matrix, & 20 largest unsecured list

BTXN 170

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF TEXAS

IN RE:

_____	§	Case No. _____
Debtor(s)	§	
	§	Chapter _____
	§	

DECLARATION FOR ELECTRONIC FILING OF BANKRUPTCY PETITION AND MASTER MAILING LIST (MATRIX)

PART I - DECLARATION OF PETITIONER:

As an individual debtor in this case, or as the individual authorized to act on behalf of the corporation, partnership, or limited liability company seeking bankruptcy relief in this case, I hereby request relief as, or on behalf of, the debtor in accordance with the Chapter of Title 11, United States Code, specified in the petition to be filed electronically in this case. I have read the information provided in the petition and in the lists of creditors to be filed electronically in this case and I hereby declare under penalty of perjury that the information provided therein, is true and correct. I understand that this Declaration is to be filed with the Bankruptcy Court within seven (7) business days after the petition and lists of creditors have been filed electronically.

☐ ***[Check only if Chapter 7 individual debtor(s) whose debts are primarily consumer debts]***
I am an individual whose debts are primarily consumer debts and who has chosen to file under Chapter 7. I am aware that I may proceed under Chapter 7, 11, 12, or 13 of Title 11, United States Code, understand the relief available under each Chapter, and choose to proceed under Chapter 7.

☐ ***[Check only if debtor is a corporation, partnership or limited liability company]***
I hereby further declare under penalty of perjury that I have been authorized to file the petition, lists, statements, and schedules on behalf of the debtor in this case.

Date: _____ _____ _____
Debtor Joint Debtor

PART II - DECLARATION OF ATTORNEY:

I declare ***under penalty of perjury*** that: (1) I will give the debtor(s) a copy of all documents referenced by Part I herein which are filed with the United States Bankruptcy Court; and (2) I have informed the debtor(s), if an individual with primarily consumer debts, that he or she may proceed under Chapter 7, 11, 12, or 13 of Title 11, United States Code, and have explained the relief available under each such chapter.

Date: _____ _____
Attorney for Debtor

(Revised 1/15/14)

D. Exhibit B-3 to Appendix 5005: If filing schedules/statements subsequent to petition date or amendments of petition, matrix, schedules or statements

BTXN 171

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF TEXAS

IN RE:

	§	
_____	§	Case No. _____
Debtor(s)	§	
	§	Chapter _____
	§	

DECLARATION FOR ELECTRONIC FILING OF AMENDED PETITION, ORIGINAL/AMENDED BANKRUPTCY STATEMENTS AND SCHEDULES, AND/OR AMENDED MASTER MAILING LIST (MATRIX

PART I - DECLARATION OF PETITIONER:

As an individual debtor in this case, or as the individual authorized to act on behalf of the corporation, partnership, or limited liability company named as the debtor in this case, I hereby declare under penalty of perjury that I have read the following:

- ☐ the original statements and schedules to be filed electronically in this case
- ☐ the voluntary petition as amended on the date indicated below and to be filed electronically in this case
- ☐ the statements and schedules as amended on the date indicated below and to be filed electronically in this case
- ☐ the master mailing list (matrix) as amended on the date indicated below and to be filed electronically in this case

and that the information provided therein is true and correct. I understand that this Declaration is to be filed with the Bankruptcy Court within seven (7) business days after such statements, schedules, and/or amended petition or matrix have been filed electronically.

Date: _____ _____ _____
Debtor Joint Debtor

PART II - DECLARATION OF ATTORNEY:

☐ ***Select only if petitioner is a corporation, partnership or limited liability company***

I hereby further declare under penalty of perjury that I have been authorized to file the statements, schedules, and/or amended petition or amended matrix on behalf of the debtor in this case.

Date: _____ _____
Attorney for Debtor

(Revised 1/15/14)