

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS
OFFICE OF THE CLERK**



September 29, 2005

CLERK'S NOTICE 05-09
Bankruptcy Reform Act Information Bulletin No. 4

Implementation of Bankruptcy Reform

Electronic Case Filing (ECF), PACER and VCIS will be unavailable October 17 and October 18, 2005. Access to ECF, PACER and VCIS will be available until 11:59 p.m. on October 16, 2005. All ECF transactions must be completed by that time. Electronic filers will be notified via e-mail when ECF, PACER and VCIS are available for use.

We Need Your Assistance

Changes to the bankruptcy law necessitate substantial changes to our filing system. The courts, as well as our customers, are required to implement these changes effective October 17, 2005. Cases filed on or after this date will be subject to the new filing requirements. The Court requests that your filings be completed well ahead of time so that we can all focus our efforts on updating our respective systems and restoring normal business operations as quickly as possible.

All Filing Fees Must Be Paid

Any outstanding electronic filing fees must be paid online before 11:59 p.m. on October 16, 2005. There are fee changes that become effective October 17, 2005. This will help ensure our financial accounts are current and avoid potential problems our customers may encounter once ECF is updated.

Interim Filing Instructions

During the time ECF is unavailable, please hold filings that are not of an emergency nature until ECF is online. Your cooperation will facilitate the Court's implementation process.

If an emergency arises and you need to file documents, these requirements apply:

1. Submit electronic files on CD or diskette.
 - a. Save Petition, Schedules and related documents in PDF format.
 - b. Save Verification of Social Security Number Form B-21 (individual debtors) in PDF format.
 - c. Save Creditor matrix in text format.
2. No case numbers, judge or trustee will be assigned while ECF is unavailable.
3. Payment is required by cash, check, credit card, or money order.

Emergency filing procedures will remain in effect outside of normal business hours.

Support is Available

Help Desk for Dallas, Fort Worth, and Wichita Falls divisions:
214-753-2600 or toll free 800-442-6850.

Help Desk for Abilene, Amarillo, Lubbock, and San Angelo divisions:
806-472-5010 or toll free 800-796-8262 x5010.

You may subject questions or comments about Bankruptcy Reform to the clerk's office at comments@txnb.uscourts.gov.

A special *ECF Update* will be issued detailing the new court filing requirements and events changes. If you are a registered user, you will be receiving this via e-mail.

We apologize in advance for any inconvenience you may experience during this short period when ECF and its related systems are not available.

FOR THE COURT
Tawana C. Marshall
Clerk of Court