

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



January 2, 2014

CLERK'S NOTICE 14-01

**REVISIONS TO ADMINISTRATIVE PROCEDURES
FOR ELECTRONIC CASE FILING**

Revisions have been made to the *Administrative Procedures for the Filing, Signing and Verifying of Documents by Electronic Means in Texas Bankruptcy Courts*. Please click the following [ECF Administrative Procedures](#) link to view the *Administrative Procedures for the Filing, Signing and Verifying of Documents by Electronic Means in Texas Bankruptcy Courts* on our website.

Highlights of significant changes in the Northern District of Texas are outlined below.

Section III(B)(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 electronically*** file 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. **In the Northern District of Texas, filers are no longer required to mail declarations to Clerk's Office.**

Section III(C)(5) Paper Copy for Chambers Required.

Unless otherwise ordered, a complete paper copy of certain pleadings and attachments should be delivered within 24 hours of the electronic filing. Please review the [Attorney Desk Reference](#) on our website for an updated list of each judge's requirement.

FOR THE COURT
Tawana C. Marshall
Clerk of Court