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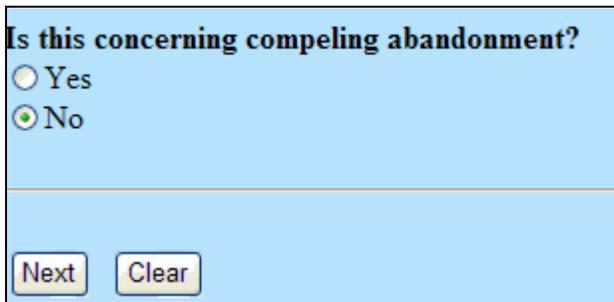
If you have any questions or need further assistance docketing events, contact the ECF Help Desk at (800) 442-6850. Filing resources, including Federal and Local Rules, the ECF User Manual and online help can be found on the Court’s website: <http://www.txnb.uscourts.gov/>. The effective date is Monday, July 9, 2012, the Go Live date.

## CM/ECF Changes & Updates

*This section includes information regarding updates and changes to CM/ECF events, menus, and the way the system processes information*

### Motion to Compel

The Motion to Compel events have been modified ([Bankruptcy > Motions/Applications > Compel] and [Adversary > Motions > Compel]). If the motion to compel is NOT concerning abandonment, select “No” “*Is this concerning compelling abandonment?*” (see Figure 1).



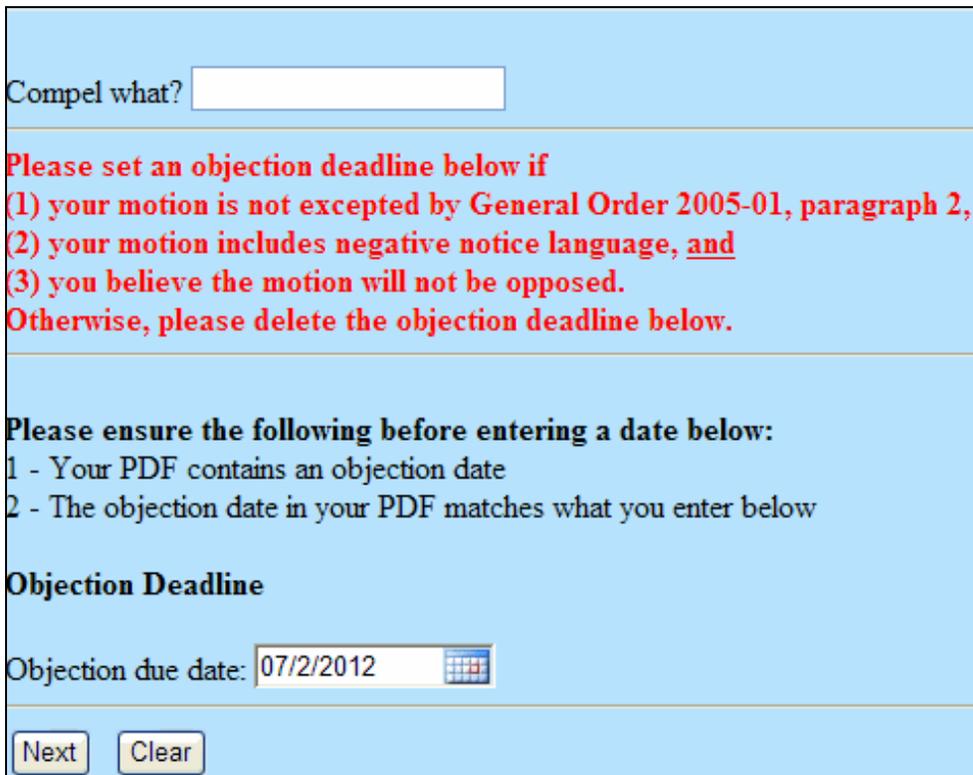
**Is this concerning compelling abandonment?**

Yes

No

Figure 1

Enter a description of what the motion to compel is referencing (see Figure 2).



Compel what?

**Please set an objection deadline below if**

**(1) your motion is not excepted by General Order 2005-01, paragraph 2,**

**(2) your motion includes negative notice language, and**

**(3) you believe the motion will not be opposed.**

**Otherwise, please delete the objection deadline below.**

**Please ensure the following before entering a date below:**

1 - Your PDF contains an objection date

2 - The objection date in your PDF matches what you enter below

**Objection Deadline**

Objection due date:

Figure 2

The docket text displays what the motion is compelling (see Figure 3).

Motion to compel Performance of Trustee's Agreement to Make Interim Distribution Filed by Creditor GMAC Objections due by 6/28/2012.  
(Jones, Anya)

Next Clear

Figure 3

### Motion to Transfer Case Out of District

The Motion to Transfer Case out of District [Motions/Applications > Transfer Case out of District (inter-district)] event has been modified. A list of all districts is available for filers to make a selection (see Figures 4).

Select the DISTRICT to which you would like to transfer the case Eastern

Select the STATE to which you would like to transfer the case Ala

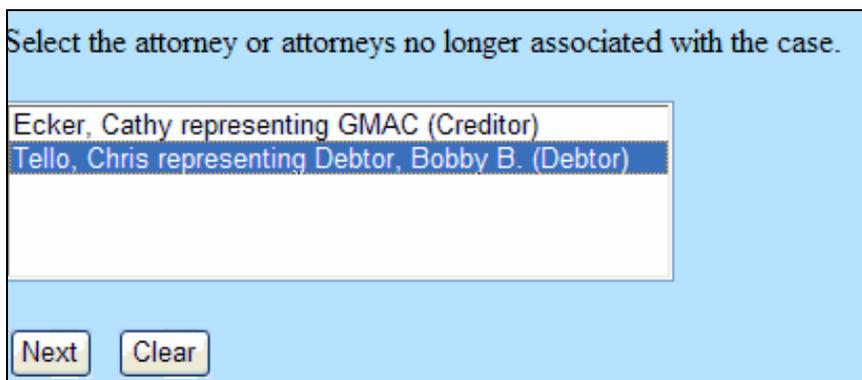
Enter the DIVISION to which you would like to transfer the case (

Next Clear

Figure 4

## Notice of New Lead Counsel within Firm

The event Notice of Substitution of Counsel within Firm [Multi-Case Docketing > Notice of Substitution of Counsel within Firm] has been eliminated. If there is new lead counsel on a case, filers must use the event Notice of New Lead Counsel within Firm [Notices > Notice of New Lead Counsel within Firm]. This event prompts the filer to add the substituted attorney and terminate the original attorney (see Figures 5 and 6).

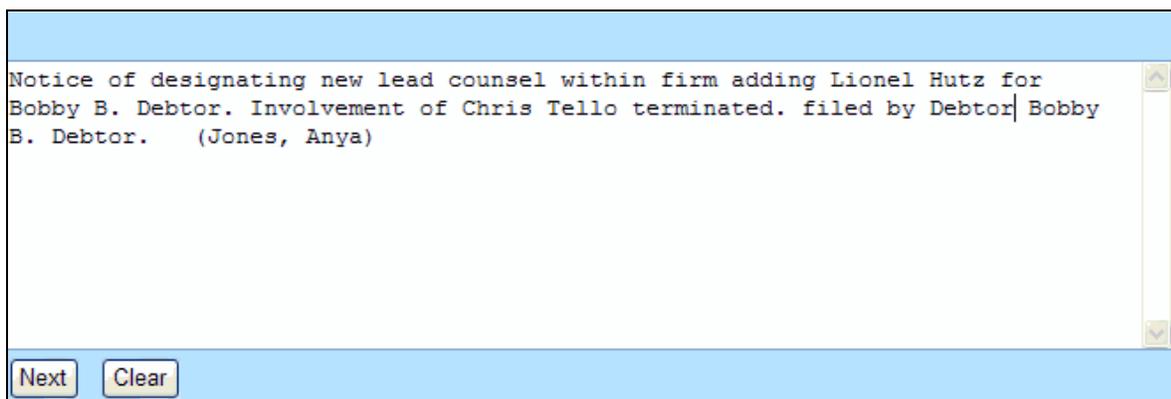


Select the attorney or attorneys no longer associated with the case.

- Ecker, Cathy representing GMAC (Creditor)
- Tello, Chris representing Debtor, Bobby B. (Debtor)

Next Clear

Figure 5



Notice of designating new lead counsel within firm adding Lionel Hutz for Bobby B. Debtor. Involvement of Chris Tello terminated. filed by Debtor| Bobby B. Debtor. (Jones, Anya)

Next Clear

Figure 6

## Certification by a Debtor Who Resides as a Tenant of Residential Property

Pursuant to 11 U.S.C 362 (l) & (m), voluntary petition events have been modified to address Certification by a Debtor Who Resides as Tenant of Residential Property. Review the information on the second page of the petition in the section titled **Certification by a Debtor Who Resides as a Tenant of Residential Property** (see Figure 7). When docketing a petition, if the debtor checks *at least* the first box in addition to selecting any other combination of boxes, the landlord's name and mailing address must be listed.

**Certification by a Debtor Who Resides as a Tenant of Residential Property**  
(Check all applicable boxes.)

Landlord has a judgment against the debtor for possession of debtor's residence. (If box checked, complete the following.)

(Name of landlord that obtained judgment)

(Address of landlord)

Debtor claims that under applicable nonbankruptcy law, there are circumstances under which the debtor would be permitted to cure the entire monetary default that gave rise to the judgment for possession, after the judgment for possession was entered, and

Debtor has included with this petition the deposit with the court of any rent that would become due during the 30-day period after the filing of the petition.

Debtor certifies that he/she has served the Landlord with this certification. (11 U.S.C. § 362(l)).

Figure 7

Select “Yes” if any of the boxes regarding a Tenant of Residential Property are checked (see Figure 8). Proceed docketing the voluntary petition as usual.

**Are any of the boxes regarding a Tenant of a Residential Property checked?**

Yes  
 No

Figure 8

## Tips & Tricks

### Certificate of Completion of Financial Management Course

#### Chapter 7

A Notice of Deficiency is generated one week after a case is filed informing the debtor (s) that a Certificate of Completion of Financial Management Course must be filed within 60 days *after* the first date set for the meeting of creditors. A second Notice of Deficiency is generated two weeks prior to the due date if the certificate is still deficient. If the Certificate of Completion of Financial Management Course is NOT filed prior to the expiration of the Objection to Discharge date, the case will be closed without a discharge. Once a case is closed without a discharge, a filing fee of \$260.00 is required to file a Motion to reopen the case. The case must be reopened prior to filing the deficient document. Once the case is reopened, the Certificate (s) of Completion of Financial Management Course can be filed in order for the debtor (s) to receive a discharge.

## Chapter 13

The Certificate of Completion of Financial Management Course must be filed *prior to* the filing of the Debtor's Certification and Motion for Entry of Chapter 13 Discharge. If the Certificate of Completion of Financial Management Course is NOT filed *prior to* the filing of the Debtor's Certification and Motion for Entry of Chapter 13 Discharge, the case will be closed without a discharge. Once a case is closed without a discharge, a filing fee of \$235.00 is required to file a Motion to reopen the case. The case must be reopened prior to filing the deficient document. Once the case is reopened, the Certificate (s) of Completion of Financial Management Course can be filed in order for the debtor (s) to receive a discharge.

### Debtor's Certification and Motion for Entry of Chapter 13 Discharge

The Debtor's Certification and Motion for Entry of Chapter 13 Discharge is due within 21 days of the filing of the Trustee's Notice of Certification of Plan Payment Completion. Both the Certificate of Completion of Financial Management Course and the Debtor's Certification and Motion for Entry of Chapter 13 Discharge should be filed prior to the expiration of the 21 day deadline. If neither of these documents is filed in a timely manner, the case will be closed without a discharge for the failure to file the Certificate of Completion of Financial Management Course.

If the Debtor's Certification and Motion for Entry of Chapter 13 Discharge is the only deficient document, then the case will be closed without a discharge for that particular deficiency.

Once a case is closed without a discharge, a filing fee of \$235.00 is required to file a Motion to reopen the case in order to file the deficient document.

In either instance, the case must be reopened prior to filing a deficient document. After the case is reopened, the deficient document must be filed within 7 days or the case will be reclosed. Attaching the deficient document as an exhibit to the Motion to reopen DOES NOT satisfy the requirement of filing the deficient document. The case will be reclosed without a discharge if the document is not filed separately after the case has been reopened.