



This guide contains information regarding changes to CM/ECF events and procedures submitted by Clerk’s Office staff through the Process Modification Request (PMR) process.

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/>.

The effective date is Tuesday, January 16, 2018.

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CM/ECF Changes & Updates

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

Motions

A display message/warning now appears when docketing a motion in Bankruptcy and Adversary cases. The warning is to make the party aware they are not to seek multiple relief within one event. A separate motion should be filed for each relief. See figure 1.



file a Motion

[4-12345-rfn13 Foghorn Leghorn and Mickey M. Mouse](#) **Converted** 03/21/2016

Type: bk Chapter: 13 v Office: 3 (Dallas)

Assets: y Judge: rfn

Case Flag: REFORM, FeeDueInst, MEANSTMPEX, CONVERTED, NoDismTRrev, EXHIBITS, NoDsmRev, DischDenied, SealedDocument, DeBN-Yes

WARNING: IF YOU ARE SEEKING MULTIPLE RELIEF YOU MUST FILE SEPARATE MOTIONS USING THE CORRECT EVENT.

Figure 1

Form Updates

This section includes information regarding changes to Local Bankruptcy Forms.

309I Notice of Chapter 13 Bankruptcy Case

The Government Proof of Claim filing deadline will now automatically populate within section 8 of the form.

Tips & Tricks

This section includes information to help reduce CM/ECF filing errors and provide procedural guidance.

Amended Matrix

When docketing an amended matrix and you are either adding or changing an existing creditor (other than just a change of address), you should select the No option and pay the associated \$31 filing fee. If the filing fee is not assessed and paid at filing, a Fee Due for the \$31 will be assessed by the Clerk's Office upon review of the entry. See Figure 2.

Select Yes:

If this is the first matrix being docketed, or

If you failed to submit the matrix in portable document format (pdf) during case upload, or

If this is the first matrix after conversion. Upon completion of this entry go to Creditor Maintenance and only add THE ORIGINAL LIST OF CREDITORS.

Select No:

If this is an amended matrix adding or changing an existing creditor on the matrix.

Yes

No

Figure 2