



This guide contains information regarding changes to CM/ECF events and procedures.

If you have any questions or need further assistance docketing events, contact the ECF Help Desk at (800) 442-6850.

**The effective date is January 19, 2021.**



## United States Bankruptcy Court Northern District of Texas

### Hearing Preset and Pre-Established Hearings Guide For ECF Attorney and Trustee Users

The Northern District of Texas has implemented a new procedure for hearing presets and setting case specific pre-established hearing dates and times which allows attorneys and trustees to select certain pre-defined hearing dates in CM/ECF.

Presets are defined by each chamber based on individual criteria:

1. Judges may make certain presets available for non-evidentiary, 5-10 minute hearings.
2. Courtroom Deputies may set a specific date and time in ECF as a pre-established hearing setting reserved for specific filers.

#### **Available Chambers Preset Reports**

Presets are posted to a CM/ECF report entitled “CHAP Chambers Presets” found under the Reports menu option in CM/ECF. Filers who log in using their ECF account have access to the report. PACER users do not have access to the preset report. The number of hearing slots available for the date and time are listed along with the time allowed for each slot.

The preset report is constantly changing as slots are being used by ECF filers and as chambers creates new or modifies existing presets. Certain preset restrictions are set by chambers such as chapter or case specific presets or a preset for trustee users. Each judge has a set of preset guidelines which may change periodically. (see figure 1)

figure 1

<b><u>Available Chamber Presets</u></b>				
<b>Please Note:</b> The slots, shown below, may not be available if you delay filing your notice of hearing. We recommend you docket your notice of hearing as soon as possible. Certain presets are restricted by case, chapter and or Trustees.				
<b><u>Chambers of Judge Jernigan, Stacey G.</u></b>				
<b>Preset Guidelines:</b>				
Preset Date & Time	Available Slots	Time Alloted	Types of Hearings	Restrictions
Dec 08 2020, 9:30 am	20	5 mins	Studio Movie Grill preset docket	Case 20-32633-sgj11
Dec 17 2020, 9:30 am	15	5 mins	Self-Calendar General Matters Chapters 7/11 < 30 mins	N / A

## **DOCKETING PRESETS IN CM/ECF**

### **Attorney/Trustee Guidelines for Using the Chambers Presets Report and Docketing a Notice of Hearing:**

1. Select preset hearings based on the appropriate judge assigned to the case and those which fit the type and length of hearing listed in each judge's guidelines. Insert the preset date and time into the notice of hearing and prepare the document for ECF filing.
2. When docketing the notice of hearing, the hearing information screen will have a drop-down screen with an option "please select a previously created calendar event." If the "click on selection list" **does not** have your selected preset slot listed, stop docketing and check the Chamber Presets Report again to verify if the slot is no longer available. (see figure 2)
3. When selecting a preset date, docket the notice of hearing in CM/ECF promptly. Do NOT delay the docketing of the notice of hearing. The docketing of the notice of hearing confirms the selection of the slot with chambers and sets your hearing on the calendar.
4. Check the Chamber Presets page frequently for updates.
5. Once you have selected the preset, the date, time, and location will populate automatically. Proceed through the event and continue with the docket entry to completion. (see figure 3)

figure 2

The screenshot shows a web interface for selecting a hearing preset. At the top, there is a dropdown menu with the text "Please select from the following hearings" and a downward arrow. Below this menu, a list of hearing options is displayed, with the first option "12/17/2020 - 09:30 AM - Self-Calendar General Matters Chapters 7/11 < 30 mins [Slots: 15]" highlighted in blue. To the right of the dropdown menu is a link labeled "Chamber Presets". Below the list of options, there is a "Location:" label followed by a dropdown menu. To the right of the location dropdown is a "Hearing Judge" label followed by a dropdown menu containing the name "Jernigan, Stacey G.".

figure 3

#### **Hearing Information**

The screenshot shows the "Hearing Information" screen. At the top, there is a dropdown menu with the text "12/17/2020 - 09:30 AM - Self-Calendar General Matters Chapters 7/11 < 30 mins [Slots: 15]" and a downward arrow. To the right of this dropdown menu is a link labeled "Chamber Presets". Below the dropdown menu, there are two input fields: "Hearing Date:" followed by a date field containing "12/17/2020" and a calendar icon, and "Hearing Time:" followed by a time field containing "09:30 AM" and a clock icon. Below these fields, there is a "Location:" label followed by a dropdown menu containing "Dallas Judge Jernigan Ctrm". To the right of the location dropdown is a "Hearing Judge" label followed by a dropdown menu containing "Jernigan, Stacey G.".

### **Docketing a Notice of Hearing based on a pre-established hearing setting obtained from a Courtroom Deputy:**

1. Obtain a date and time setting for the appropriate Courtroom Deputy.

January 11, 2021

2. The Courtroom Deputy may set up the date and time in ECF for selection during docketing of the notice of hearing.
3. The pre-established date and time will appear in a drop-down menu (please select from the following hearings) while docketing the notice of hearing. (figure 4) If there is not a pre-established date and time in the drop-down, proceed with docketing the notice of hearing as per usual procedures.
4. Click on the drop-down arrow to choose the pre-established setting. (figure 5)
5. Once you have selected the preset, the date, time, and location will populate automatically. Proceed through the event and continue with the docket entry to completion.

figure 4

**Hearing Information**

Please select from the following hearings  [Chamber Presets](#)

Hearing Date:  Hearing Time:

Location:  Hearing Judge

figure 5

**Hearing Information**

Please select from the following hearings  [Chamber Presets](#)

Please select from the following hearings  
11/19/2020 - 09:00 AM - Motion for joint administration (Reserved for , Testtext)

Location:  Hearing Judge

**Please contact the Judges' Courtroom Deputies for any questions regarding docketing using pre-sets or pre-established settings as set in ECF.**