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If you have any questions or need further assistance, 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 Monday, January 28, 2013, the Go Live date.

CM/ECF 5.0

On 01/28/2013, the United States Bankruptcy Court for the Northern District of Texas will upgrade to CM/ECF Version 5.0. This is a major software upgrade that has many new features. This Guide provides important information regarding these changes.

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

Multiple Social Security and Tax ID Numbers for Debtors and, if applicable, Joint Debtors

CM/ECF Version 5.0 allows up to five Social Security, Tax Identification and Employer Identification numbers to be entered for each debtor and, if applicable, joint debtor.

When a Social Security or Tax Id number is entered, an icon appears beside the corresponding field. If the debtor or joint debtor has more than one Social Security, Tax Identification or Employer Identification number, click the icon for an additional field to display (see Figure 1). Enter the additional number(s).

Middle name	<input type="text"/>	Generation	<input type="text"/>	Title	<input type="text"/>
SSN/ITIN	<input type="text" value="987-65-4321"/> 999-99-9999	Tax Id/EIN	<input type="text" value="12-1234567"/> 12-1234567		
	<input type="text" value="987-56-4321"/> 		<input type="text" value="34-4567890"/> 		

Figure 1

Enhanced Docket Sheet

A couple of features have been added to the docket report. First, prior to running a docket report [Reports > Docket Report], enhanced selection criteria includes the option to display *Page Counts for Documents* as well as the ability to *View Multiple Documents* (see Figure 2 & 3).

Docket Sheet

Case number:

Filed to
 Entered

Documents: to

Include:

Terminated parties

Links to Notices of Electronic Filing

Page counts for documents

Rule 3002.1 Claim Supplements

Document options:

Include headers when displaying PDF documents

View multiple documents

Create Record on Appeal

Include on the Docket Sheet:

all docket entries in this case

selected docket entries only

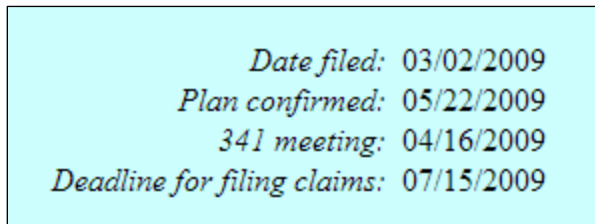
Figure 2

Filing Date	File Size	Document Description
10/08/2008	98.39 KB	1 (6 pgs; 2 Counseling) (
10/08/2008		Receipt of f \$ 100.00. (U
10/08/2008	27.987 KB	2 (1 pg) Cer
10/08/2008	78.722 KB	3 (1 pg) (pri
10/08/2008	124.557 KB	4 (2 pgs) Ap

Figure 3

Secondly, critical dates and/or deadlines are outlined at the top of the docket report (see Figure 4), including:

- The original plan confirmation date;
- The deadline for filing government claims;
- The original 341 meeting date;
- The deadline for objecting to discharge;
- The deadline for filing proof of claims; and
- For Chapter 7 cases, the deadline for filing the Financial Management Certificate.



Date filed: 03/02/2009
Plan confirmed: 05/22/2009
341 meeting: 04/16/2009
Deadline for filing claims: 07/15/2009

Figure 4

341 Calendar Selection

To search for 341 Meeting information, the Calendar Events report [Reports > Calendar Events] has been modified (see Figure 5). To run a Calendar Report, click on Reports and, under the heading **Scheduling**, click on Calendar Events to:

- Enter the *Case number*
- Select the *Judge*
- Select the *Office* location
- Select the *Chapter*
- Select the *Type* 341 Meeting
- Enter the *Date* of the hearing (may default to the current date)
- Indicate any other criteria and then click *Run Report*

Calendar Events

Case number: [Display a saved report](#)

Judge:
Abramson, Harold C.
Akard, John C.

Hearing judge
 Case judge
 Hearing or case judge

Office:
Amarillo (2)
Dallas (3)

Chapter:
9
11

Type:
All Appointments
341 Meeting
Confirmation Hearing

Date:
 AM only
 PM only
 Both

Event subset:

Time:

Sort by:
 Expanded
 Collapsed

Display only proceedings directly related to the calendar event

Make these options my default

Figure 5

Claims Register Summary


Several modifications have been made to the Claims Register [Reports > Claims Register]. First, users can view a summary report of a case's Claims Register. To do so, enter the case number and select any other criteria as necessary. Check the box to **View Claims Summary Report** and then click **Run Report** (see Figure 6).

The screenshot shows a web form titled "Claims Register" with the following fields and controls:

- Case number:** Text input field containing "3:09-bk-31347".
- Creditor type:** A dropdown menu with options: "Creditor", "Administrative", and "20 Largest Unsecured Creditors".
- Creditor name:** Text input field.
- Creditor number:** Text input field.
- Claim number:** Two text input fields separated by "to", with a "View multiple documents" checkbox to the right.
- Filed/Entered:** Radio buttons for "Filed" (selected) and "Entered". Below them are two date input fields: "10/18/2000" and "11/7/2012", each with a calendar icon.
- Sort by:** Two dropdown menus, the first set to "Claim Number" and the second to "Filed Date".
- View claims summary report:** A checkbox that is checked and circled in red.
- Buttons:** "Run Report" and "Clear".

Figure 6

The Claims Register displays a list of claims categorized by the *Claim Number*, *Amount Claimed*, *Creditor Number* and *Creditor Name*. Users can view a PDF of a claim by clicking the hyperlink *View* (see Figure 7).



Claim #		Amount claimed *	Date filed	Creditor number	Creditor name
1	View	\$4625.49	03/11/2009	12147806	C & L SERVICE CORPORATION
2	View	\$2615.41	03/23/2009	12168832	Regional Acceptance Corporation
3	View	\$2507.84	03/25/2009	12174119	Dallas County
4	View	\$653.02	03/17/2009	12205080	AIS Services, LLC
5	View	\$1042.06	04/07/2009	12217179	JP Morgan Chase Bank, NA-Bank One
6	View	\$156.00	04/10/2009	12223956	B-Real, LLC
7	View	\$189.00	04/10/2009	12223956	B-Real, LLC
8	View	\$25.20	04/10/2009	12223956	B-Real, LLC
9	View	\$26.50	04/10/2009	12223956	B-Real, LLC
10	View	\$44.70	04/10/2009	12223956	B-Real, LLC
11	View	\$642.93	04/10/2009	12223956	B-Real, LLC
12	View	\$385.36	04/11/2009	12962602	JEFFERSON CAPITAL SYSTEMS LLC
13	View	\$681.00	05/22/2009	12127407	Wells Fargo Bank
14	View	\$654.00	05/26/2009	12331055	eCAST Settlement Corporation assignee of Chase
15-2	View	\$1088.13	09/22/2009	12655987	LVNV Funding LLC
16	View	\$168.41	06/30/2009	12423421	Verizon Southwest Inc.
17	View	\$141410.56	07/08/2009	12464409	BAC Home Loans Servicing, L.P.

Total Number of Claims: 17

Total Amount Claimed *	\$156915.61
Total Amount Allowed *	

* Includes general unsecured claims

The values are reflective of the data entered. Always refer to claim documents for actual amounts.

	Claimed	Allowed
Secured	\$152201.36	
Priority	\$0	
Administrative		

Figure 7

Secondly, users can view multiple documents on the Claims Register. To do so, enter the *Case number* and select any other criteria as necessary. Check the box to *View Multiple Documents* and then click *Run Report* (see Figure 8).

The screenshot shows a web form titled "Claims Register" with a light blue background. The form contains several input fields and controls:

- Case number:** A text input field containing "3:09-bk-31347".
- Creditor type:** A dropdown menu with options: "Creditor", "Administrative", and "20 Largest Unsecured Creditors".
- Creditor name:** An empty text input field.
- Creditor number:** An empty text input field.
- Claim number:** Two empty text input fields separated by the word "to".
- View multiple documents:** A checkbox that is checked, circled in red, and labeled "View multiple documents".
- Filed/Entered:** Radio buttons for "Filed" (selected) and "Entered".
- Dates:** Two date input fields with calendar icons. The first contains "10/18/2000" and the second contains "11/7/2012".
- Sort by:** Two dropdown menus. The first is set to "Claim Number" and the second is set to "Filed Date".
- View claims summary report:** An unchecked checkbox.
- Buttons:** "Run Report" and "Clear" buttons at the bottom left.

Figure 8

On the Claims Register, users have the option to check the box next to a particular claim or *Select All Documents* (see Figure 9).

Select All **Clear All**

Creditor: (12147809)
C & L SERVICE CORPORATION
SERVICER FOR HUD
2488 E 81ST STREET
SUITE 700
TULSA, OK 74137

Claim No: 1
Original Filed Date: 03/11/2009
Original Entered Date: 03/11/2009

Status:
Filed by: CR
Entered by: Miisha Kennedy
Modified:

Amount claimed: \$4625.49
Secured claimed: \$4625.49

History:
[Details](#) 1-1 03/11/2009 Claim #1 filed by C & L SERVICE CORPORATION, Amount claimed: \$4625.49 (Kennedy, Miisha)
328,644 KB

Description: (1-1) HUD PARTIAL CLAIM PROGRAM
Remarks: (1-1) SUBORDINATE NOTE AND MORTGAGE FILED AS NOTICE ONLY SINCE DEBT IS NOT YET DUE

Creditor: (12168832)
Regional Acceptance Corporation
PO Box 1847
Wilson, NC 27894-1847

Claim No: 2
Original Filed Date: 03/23/2009
Original Entered Date: 03/23/2009

Status:
Filed by: CR
Entered by: Charles R. Fluno
Modified:

Amount claimed: \$2615.41
Secured claimed: \$2615.41

History:
[Details](#) 2-1 03/23/2009 Claim #2 filed by Regional Acceptance Corporation, Amount claimed: \$2615.41 (Fluno, Charles)
494,552 KB

Description: (2-1) 2001 Toyota Camry
Remarks: (2-1) Pre-Petition Arrears = \$2,615.41 (Account Matured as of 1/18/09)

Creditor: (12174119)
Dallas County

Claim No: 3
Original Filed Date: 03/25/2009

Status: Withdraw [36](#)
Filed by: CR

Figure 9

At the end of the page, the total amount of claims filed and the file size of selected documents is displayed (see Figure 10). Click the appropriate button to *View* or *Download* the selected claim(s).

The values are reflective of the data entered. Always refer to claim documents for actual amounts.

	Claimed	Allowed
Secured	\$152201.36	
Priority	\$0.00	
Administrative		

Total file size of selected documents (MB):

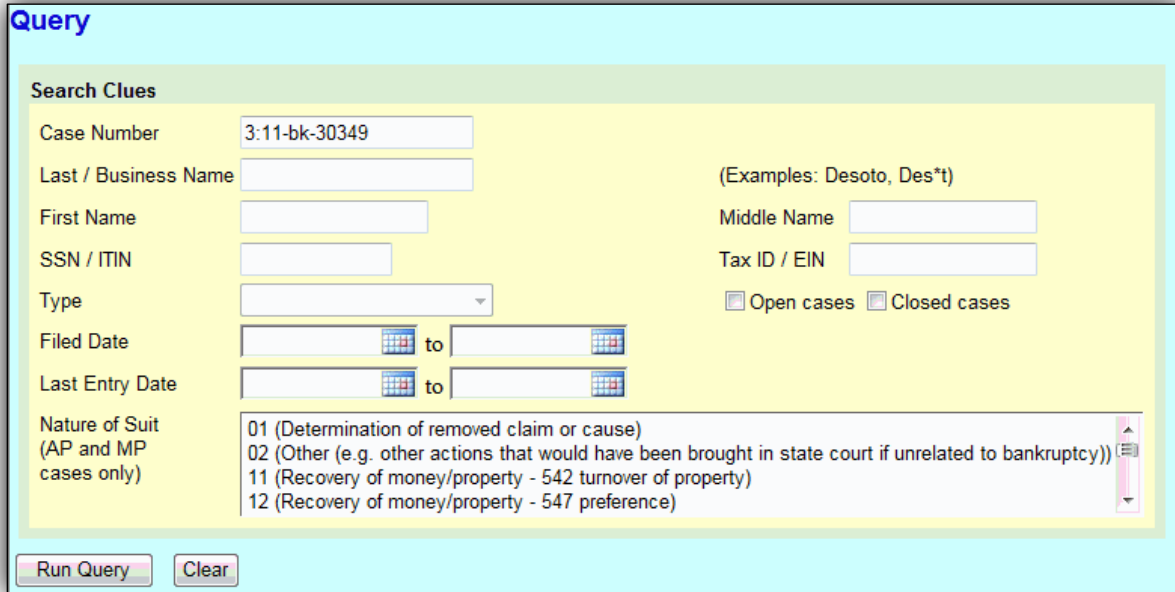
Maximum file size allowed (MB): 30

or

Figure 10

Query

New *Query* options are available. Users may select criteria for the *Filed Date* and the *Last Entry Date* ranges as well as the *Nature of Suit* (see Figure 11). The *Filed Date* and *Last Entry Date* ranges are limited to 31 days.



The screenshot shows a web interface titled "Query" with a light blue header. Below the header is a yellow box labeled "Search Clues". Inside this box, there are several input fields and options:

- Case Number:** A text input field containing "3:11-bk-30349".
- Last / Business Name:** A text input field with a placeholder "(Examples: Desoto, Des*t)".
- First Name:** A text input field.
- Middle Name:** A text input field.
- SSN / ITIN:** A text input field.
- Tax ID / EIN:** A text input field.
- Type:** A dropdown menu.
- Filed Date:** Two date pickers with a "to" label between them.
- Last Entry Date:** Two date pickers with a "to" label between them.
- Nature of Suit (AP and MP cases only):** A list box containing four options:
 - 01 (Determination of removed claim or cause)
 - 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy))
 - 11 (Recovery of money/property - 542 turnover of property)
 - 12 (Recovery of money/property - 547 preference)
- Open cases:** A checkbox.
- Closed cases:** A checkbox.

At the bottom of the yellow box, there are two buttons: "Run Query" and "Clear".

Figure 11

If you run a Query *and* select multiple Natures of Suit, a warning message displays that “the search could produce many records and lead to a large billing charge for external users”.

Cases Report

An enhanced Cases Report [Reports > Cases] includes new date range options for the following (see Figure 12):

- Split cases;
- Cases transferred in from another district; and
- Cases reopened.

Cases Report

Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).

Office: Abilene, Amarillo, Dallas

Assets: [] Case Type: ap, bk, mp Chapter: 7, 9, 11

Trustee: Abell, Trustee; Abramson, Harold; Agee, Mark Ian

Attorney: Last name, First name, Bar ID

Date Type: Filed date (selected), Entered date, Discharged date, Dismissed date, Closed date, Converted date, Reopened date, Transferred date, Split date

From: 12/5/2012 to 12/5/2012

Open cases: Party information: Pro se cases only: Small Business Cases:

Type of Debtor: [] Nature of Debt: [] Nature of Business: []

County: []

Number of months without a confirmed plan: From [] To [] Include dismissed cases:

Sort by: Filed Date, [], []

Output Format: Formatted display, Data only, Include field descriptions

Run Report, Clear, Make these options my default

Figure 12

For court staff, there is an additional hyperlink to [Show more options](#). The link expands the initial selection screen by adding the following fields (see Figure 13):

- Voluntary
- Involuntary
- Small Business Cases
- Type of Debtor
- Nature of Debt
- Nature of Business
- County
- Number of months without a confirmed plan

Cases Report

Judge
Office
Case type

Trustee
Chapter
Assets

Filed to
Entered to

Discharged to
Dismissed to

Closed to
Converted to

Split to
Transferred to

Reopened to

Terminal digit(s)
 Open cases
 Party information
 Closed cases
 Pro se cases only

[Show more options](#)

Voluntary
 Involuntary
 Small Business Cases

Type of Debtor
Nature of Debt
Nature of Business

County

Number of months without a confirmed plan From To
 Include dismissed cases

Attorney

Last name

First name

Bar ID

Sort by

Output format
 Formatted display
 Data only
 Include field descriptions

Make these options my default

Figure 13

Attorney/Party Relationship Established at Filing

When an attorney files a pleading on behalf of a party, the attorney/party association is created at the time of docketing (see Figure 14).

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Red Blazer Realty, (cr:cr) represented by Hutz, Lionel (aty)

Figure 14

Case Conversion

When a case is converted, the Notice of Bankruptcy Case Filing, the Case Summary Query and the Docket Sheet display the previous Chapter and current Chapter.

Create a Record on Appeal

Docket Sheet

Case number

Filed to

Entered

Documents to

Include:

- Terminated parties
- Links to Notices of Electronic Filing
- Page counts for documents
- Rule 3002.1 Claim Supplements

Document options:

- Include headers when displaying PDF documents
- View multiple documents
- Create Record on Appeal

Include on the Docket Sheet:

- all docket entries in this case
- selected docket entries only

Include PDF documents
(select documents on the next screen)

Public docket

Format:

- HTML
- Text

Sort by ▼

Make these options my default

Checking the box to Create Record on Appeal and selecting the radio button to Include on the Docket Sheet *all docket entries on this case* produces the following results:

**** All docket entries in this case will be included in the Docket Sheet. Check the boxes for documents to be appended.

Filing Date	Select all / clear	Docket Text
01/18/2011	<input type="checkbox"/>	13 Employee income records. Debtor is filing copies of pay stubs from 60 days prior to petition date. Filed by Debtor J (RE: related document(s)) Notice of deficiency.

Checking the box to Create Record on Appeal and selecting the radio button to Include on the Docket Sheet selected docket entries only, produces the following results:

**** Check the box for each docket entry to include in the Docket Sheet; any documents associated with those entries will be appended.

Filing Date	Select all / clear	Docket Text
01/18/2011	<input type="checkbox"/>	13 Employee income records. Debtor is filing copies of pay stubs from 60 days prior to petition date. Filed by Debtor J (RE: related document(s)) Notice of deficiency.

Limited Filer, Attorney Withdrawal/Self-Terminate Event

If an attorney represents a party on a case for a limited purpose, the attorney may withdraw from the case in order to stop receiving notices of electronic filings. Filers may use the Withdraw as Attorney event [Bankruptcy > Miscellaneous > Withdraw as Attorney] AFTER the attorney has determined the party's involvement in the case has terminated. Moreover:

- An attorney representing a party CANNOT use this event to cease receiving notices if the party (1) is listed on the Creditor Matrix or (2) has filed a Proof of Claim.
- An attorney that represents a debtor or joint debtor in a bankruptcy case or adversary proceeding CANNOT use Withdraw as Attorney event to be removed from the case (s).
- An attorney CANNOT terminate the parties they represent nor can an attorney withdraw other attorneys from a case.

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Release From Active Duty	Withdraw as Attorney
Request for expedited consideration of first day matter	
Request for hearing	
Statement of Debtor's Temporary Exclusion from Means Test	
Statement of corporate ownership	
Statement of transcript redaction	
Stipulation	
Subpoena	
Support/supplemental document	
Tax documents	
Update EOUST Stats	
Verified statement pursuant to Rule 2019	
Withdraw as Attorney	
Withdraw as Party	
Withdrawal	

Next Clear

I certify that I have no controversy before the court and my client consents to my withdrawal from this case.

Next Clear

Link the Withdrawal to the docket entry that resolves the party's involvement:

Select the resolved pleading(s) you have filed.

Next Clear

A query of the parties associated with the case displays a SELF-TERMINATED status for an attorney that is withdrawn:

Test Attorney
represented by
Assigned: 12/04/12
SELF- TERMINATED: 12/04/12

If an attorney has withdrawn from a case, court staff may designate the terminated status of an attorney via Utilities [Utilities > Edit Case Participants > Modify Attorney].

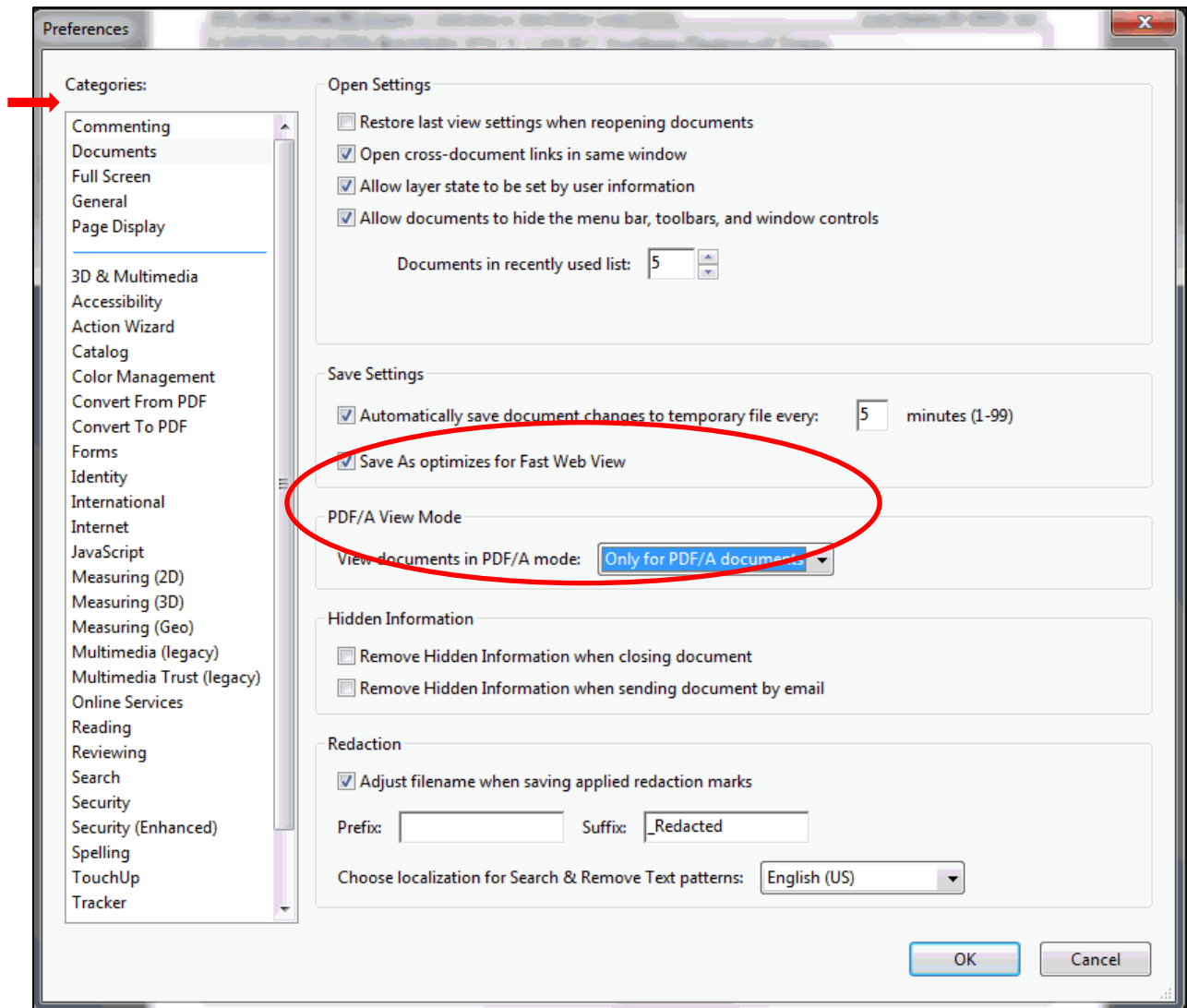
- Go to Utilities
- Under the Heading Edit Data, click Edit Case Participant.
- Enter the case number
- Click the radio button to Modify Attorney
- Select the appropriate attorney from the list
- Click Next
- Select *Court-Terminated* or *Self-Terminated* from the drop-down list

Phone Fax
E-mail
ProSe Role
Party Text
Start Date End Date
Who terminated
court-terminated
self-terminated

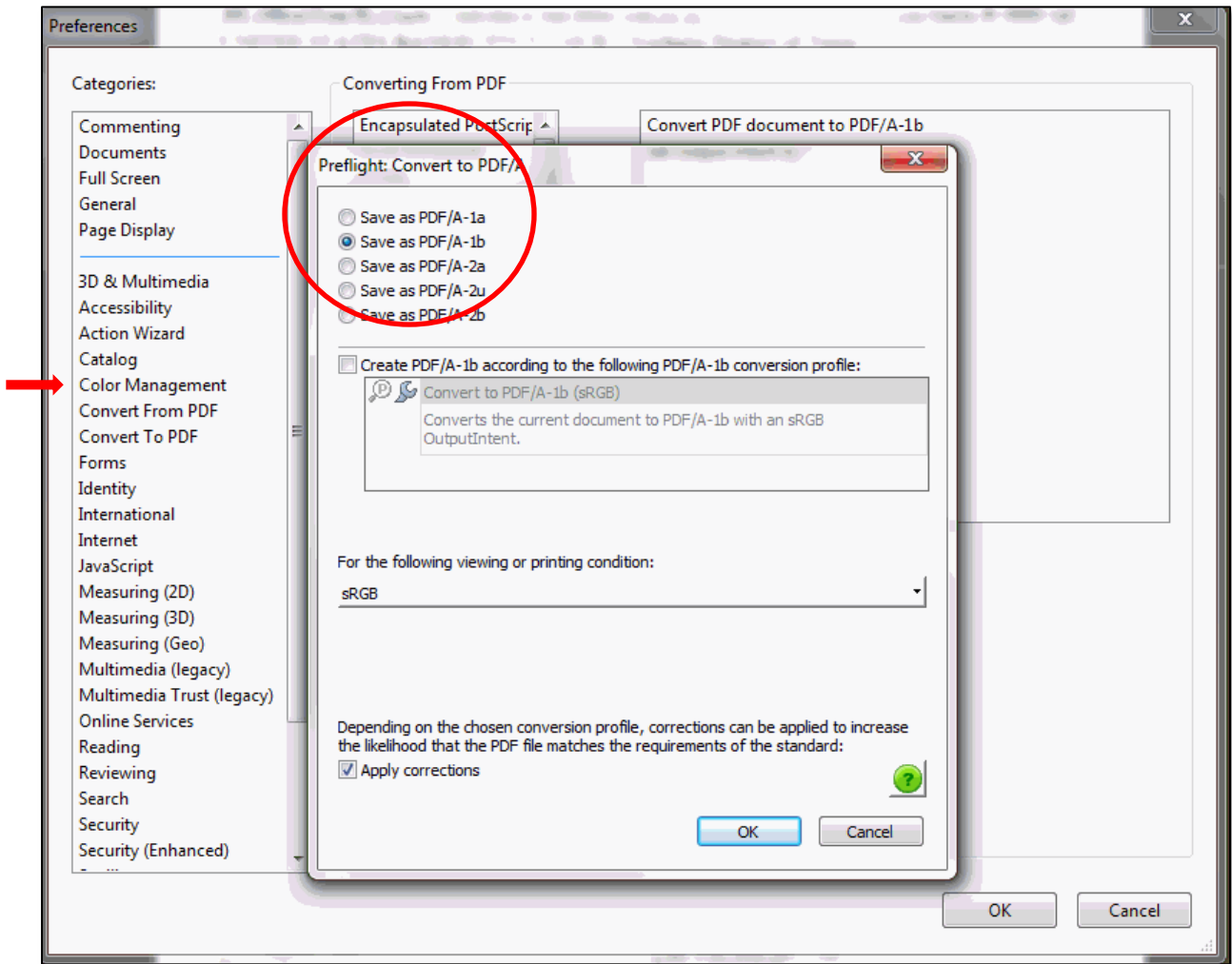
PDF/A Compliant Documents

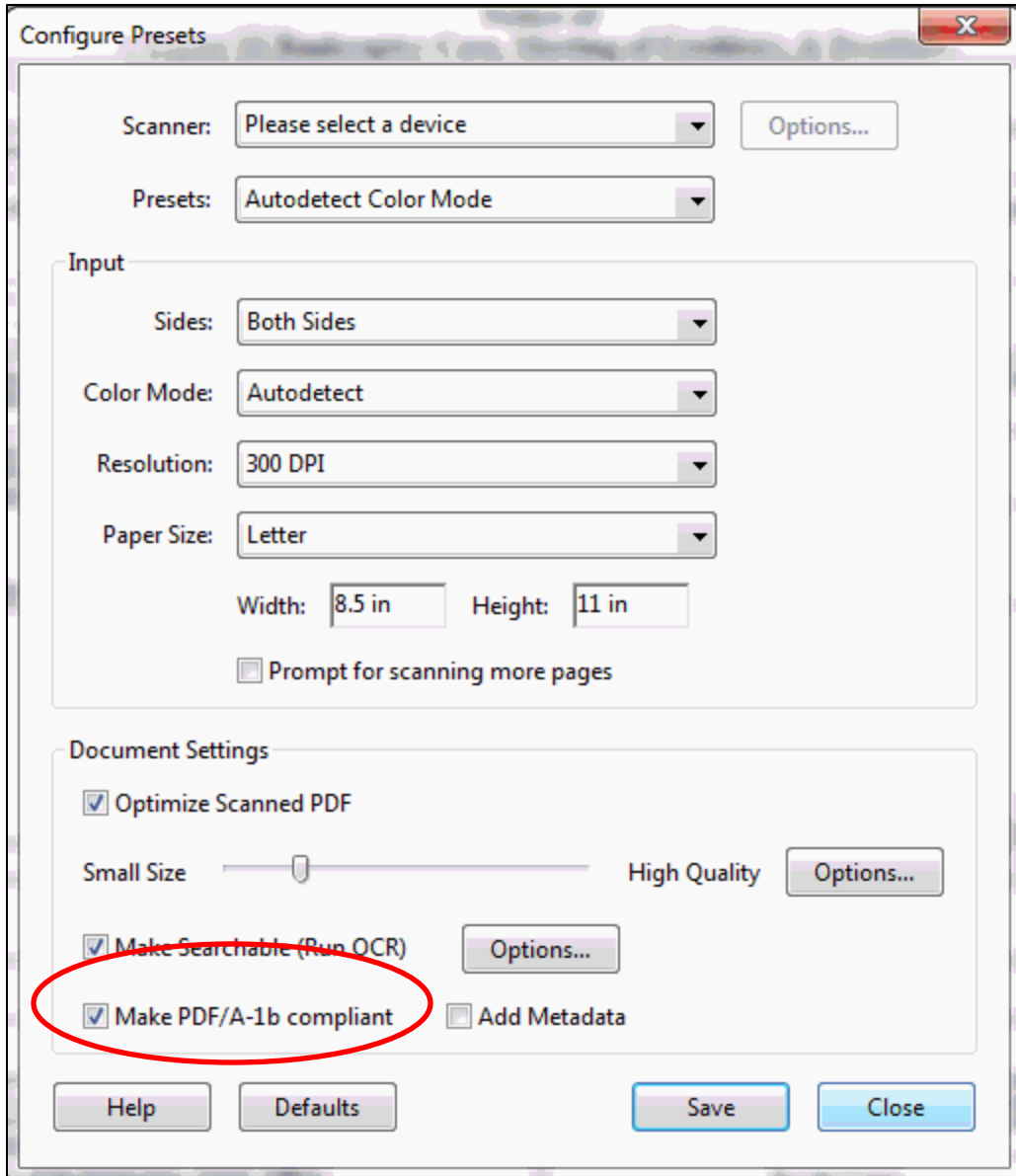
In an effort to reduce security risks and improve the ability to archive pleadings, the Judicial Conference will soon require all PDF documents uploaded to CM/ECF are PDF/A compliant. Although this requirement will not be effective with this release, it is beneficial to begin to introduce this concept. Most word processing applications can create PDF/A formatted documents. Please refer to your software settings to make the necessary changes.

- o Adobe Acrobat X: Create PDF/A compliant document:



- Adobe Acrobat X: Scanned document configuration for PDF/A Compliance:





- o Word 2010 Save as Adobe PDF:

