# GoLive



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).


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).

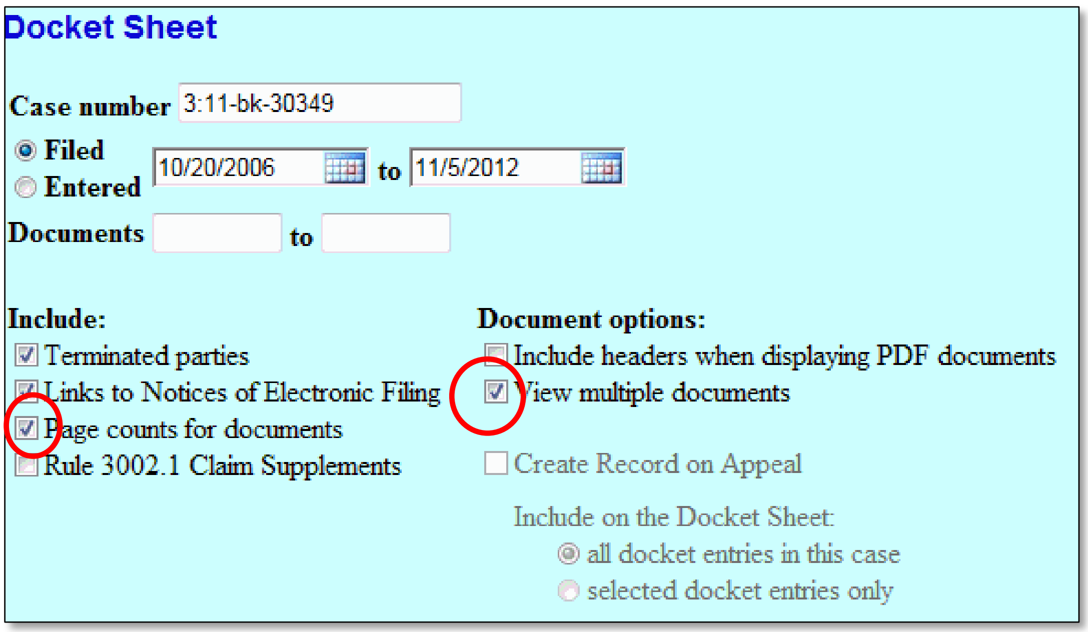



Figure 2

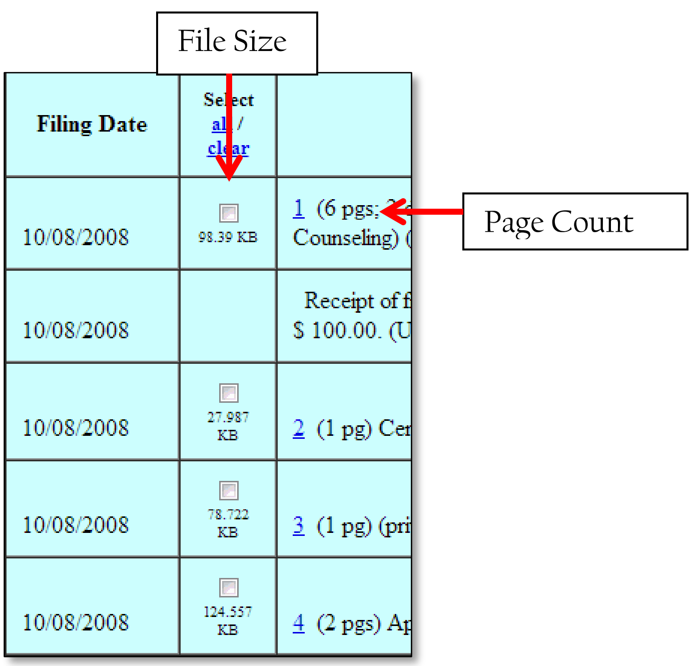
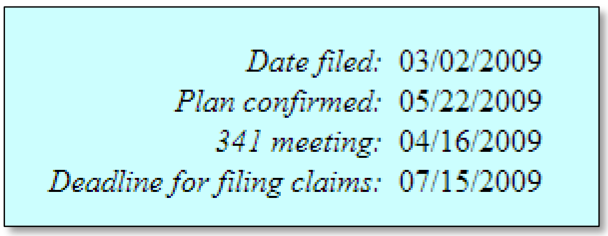



Figure 3

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*

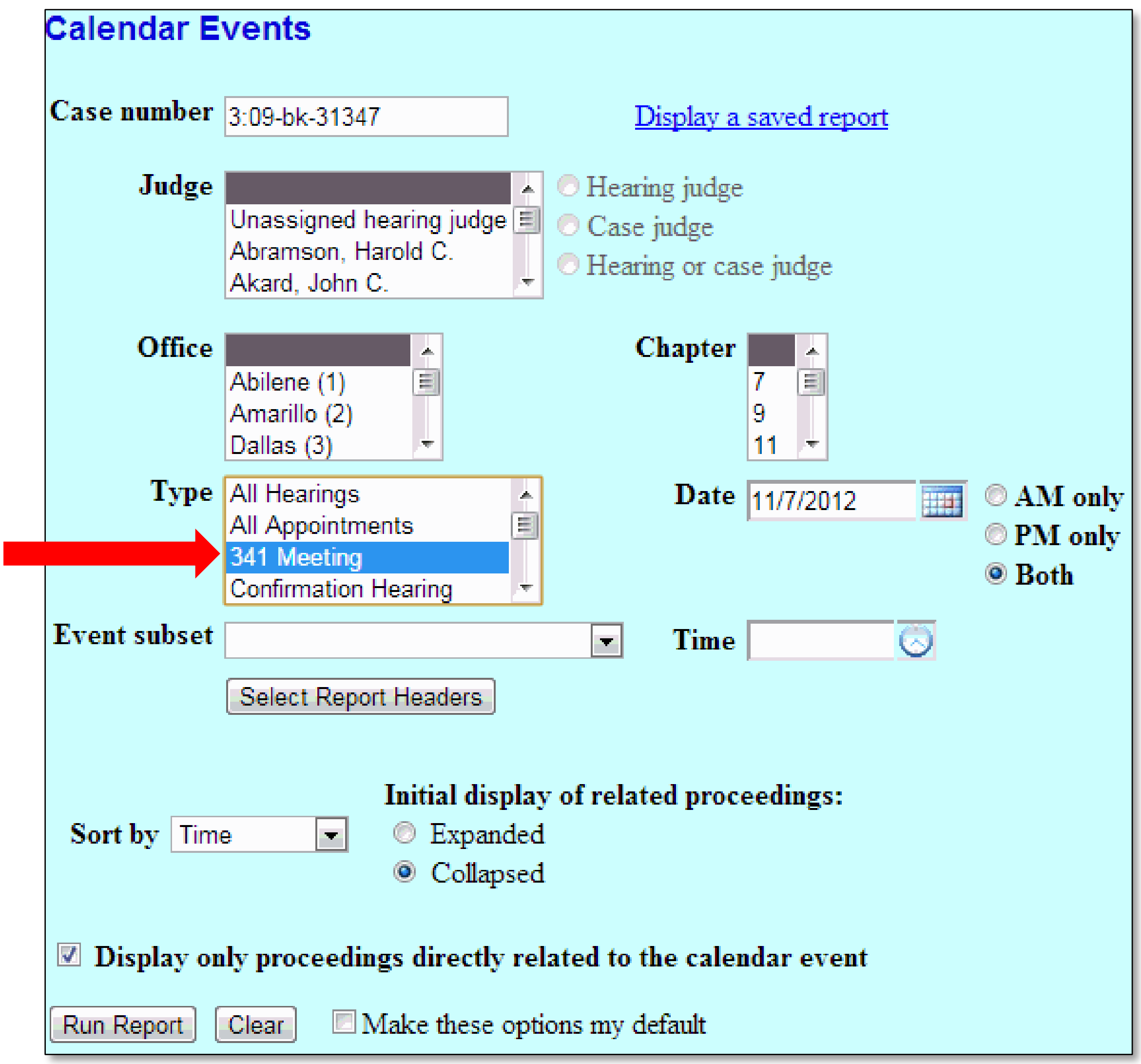



Figure 5

## 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).

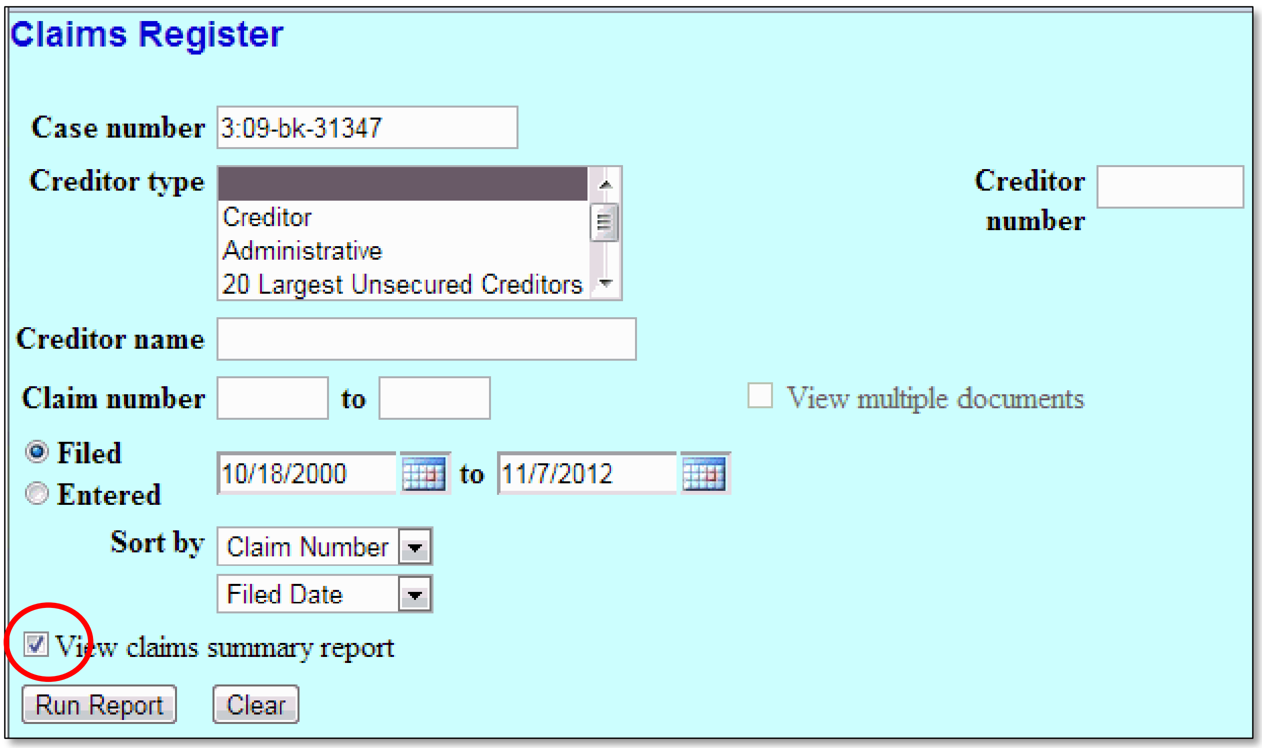



Figure 6

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).

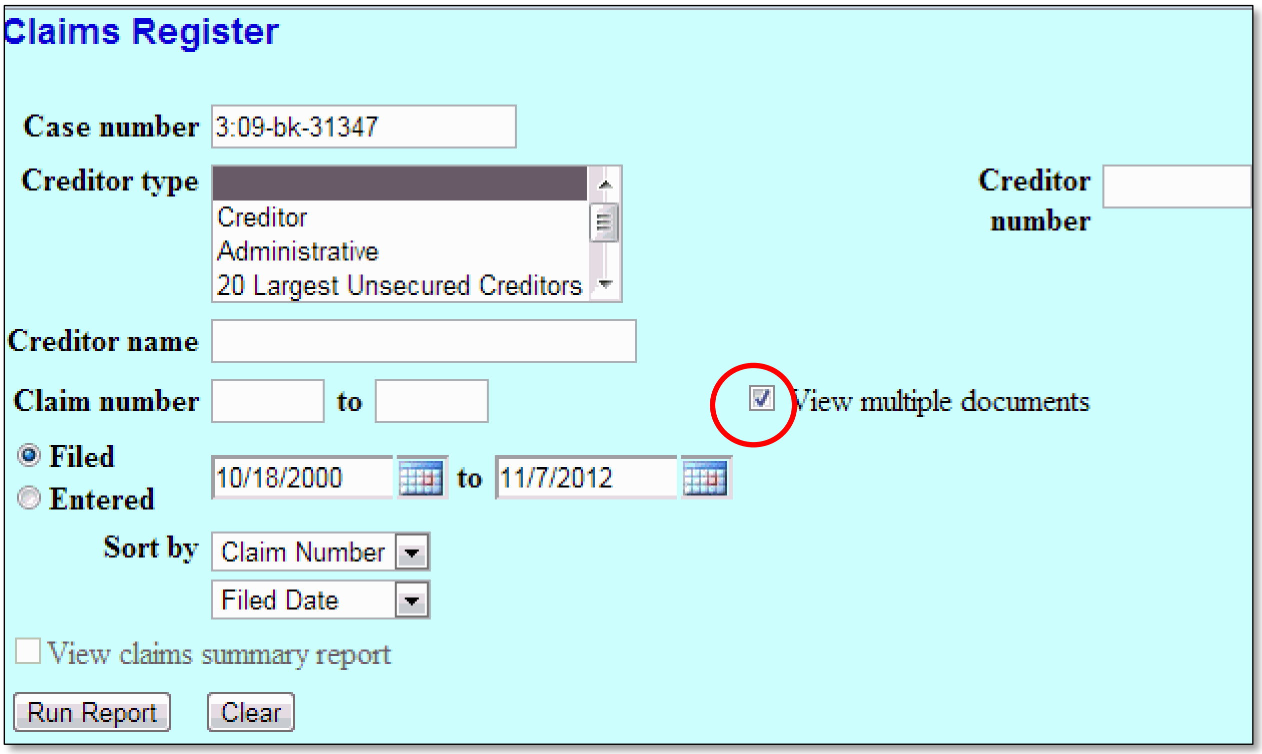
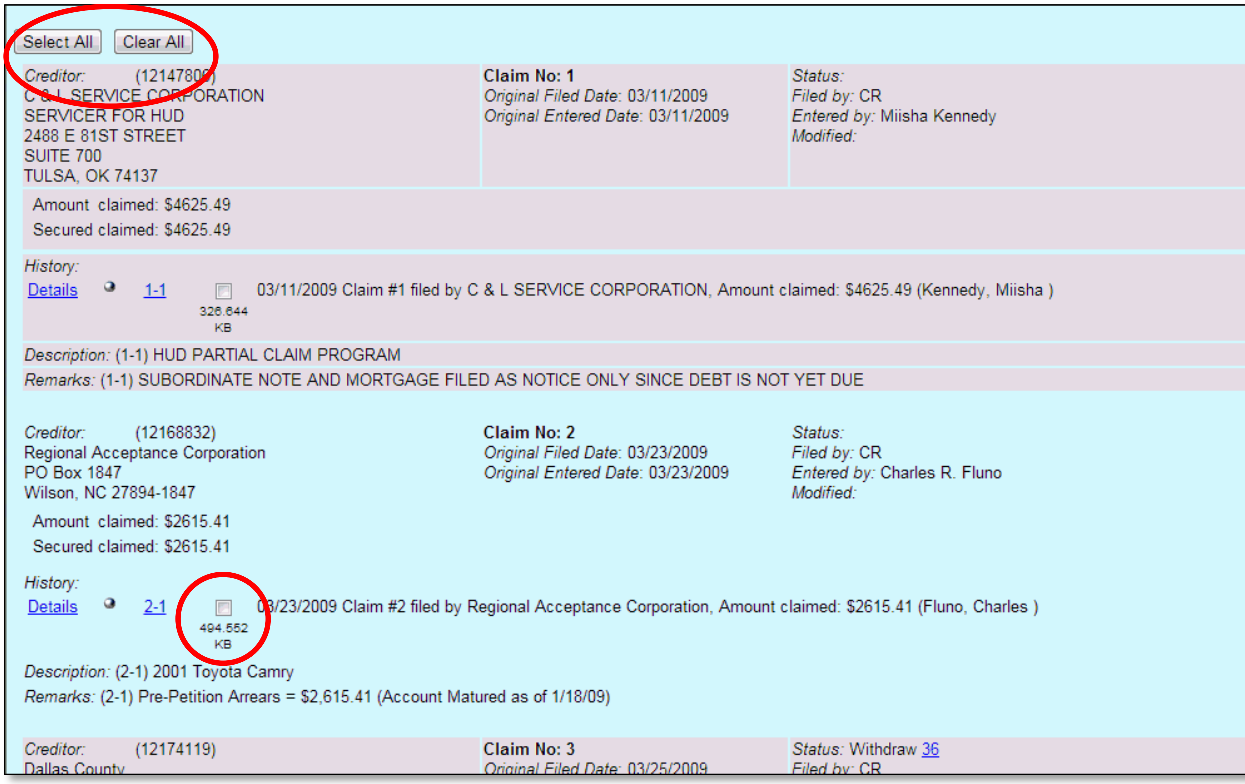



Figure 8

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:* (12147808)
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 1-1 326.644 KB 03/11/2009 Claim #1 filed by C & L SERVICE CORPORATION, Amount claimed: $4625.49 (Kennedy, Miisha )

*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 2-1 494.552 KB 03/23/2009 Claim #2 filed by Regional Acceptance Corporation, Amount claimed: $2615.41 (Fluno, Charles )

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

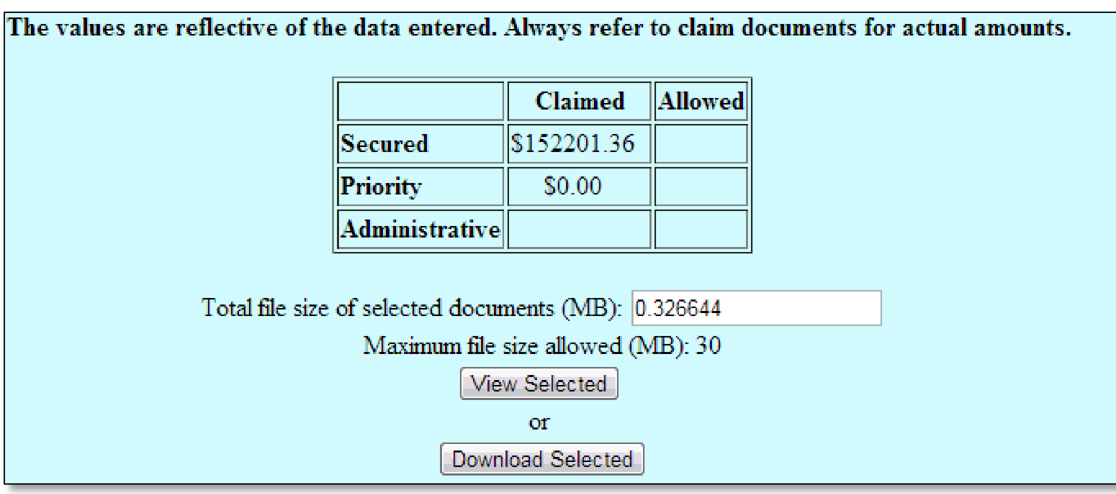
*Creditor:* (12174119)
Dallas County

**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): 0.326644
Maximum file size allowed (MB): 30
View Selected
or
Download Selected

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.

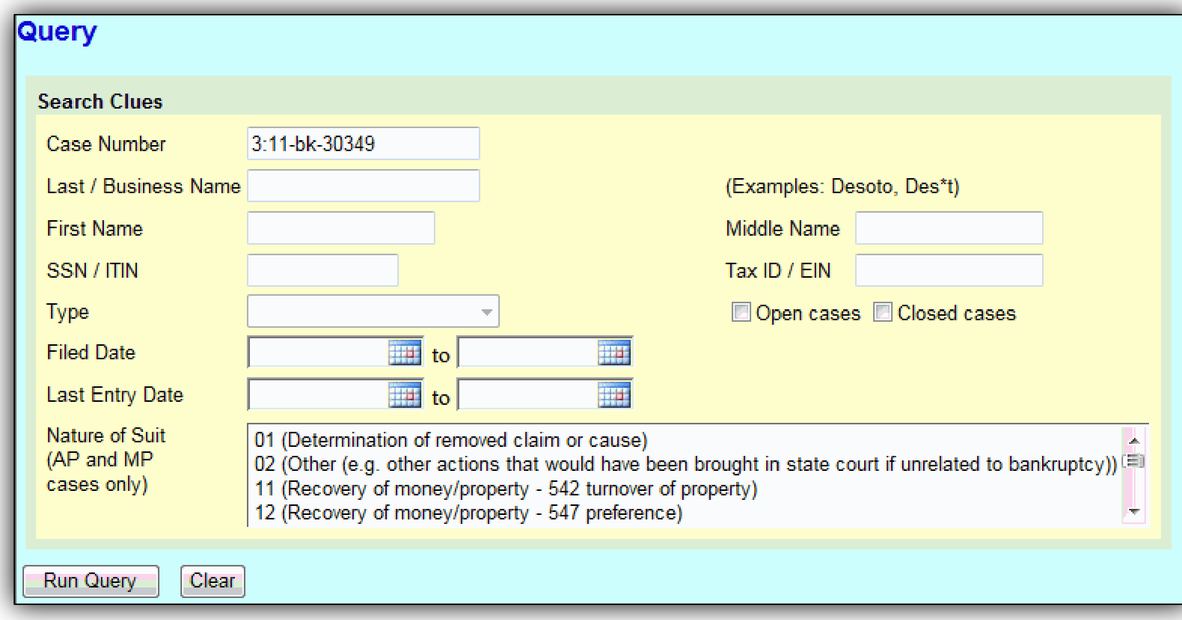



Figure 11

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.

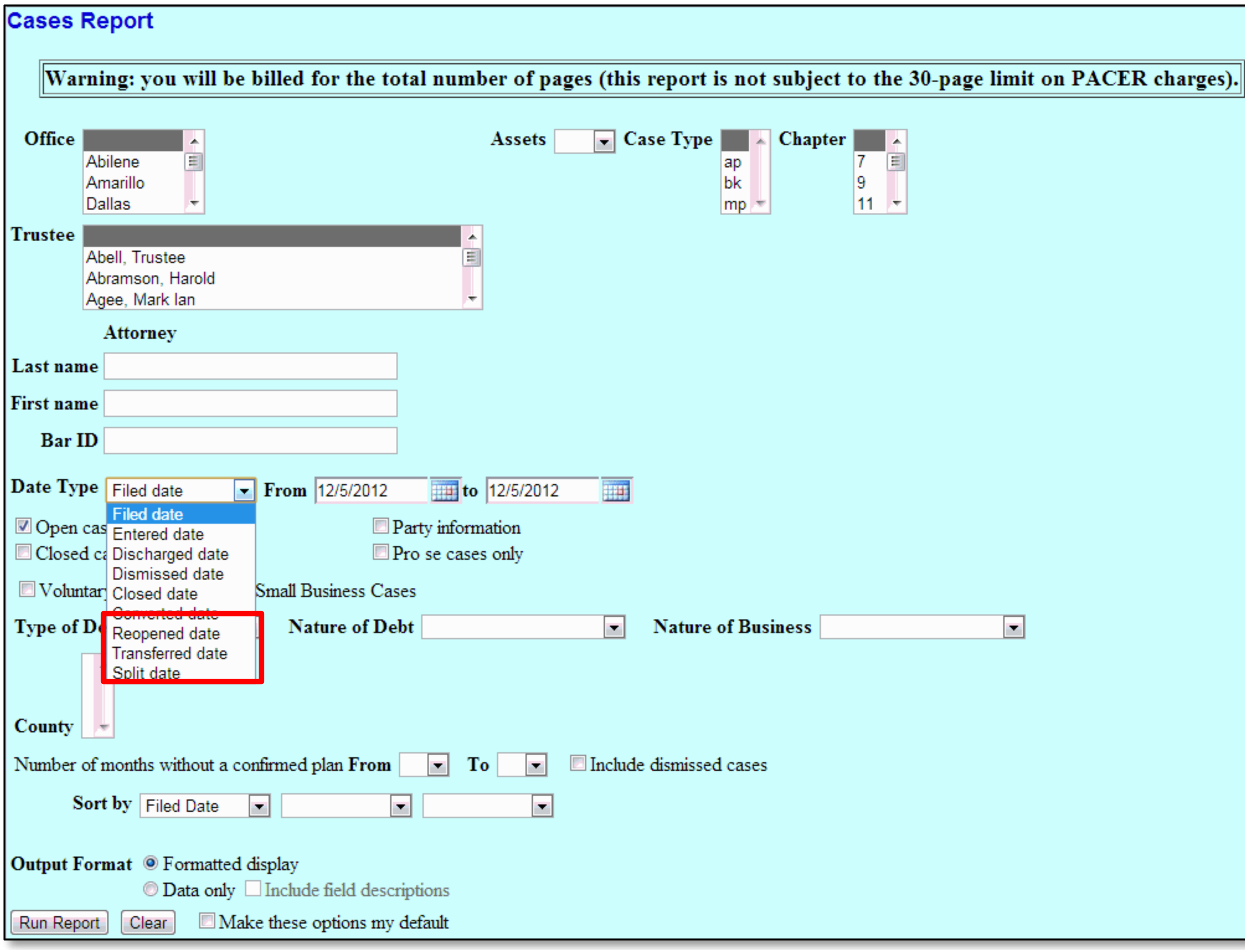



Figure 12

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

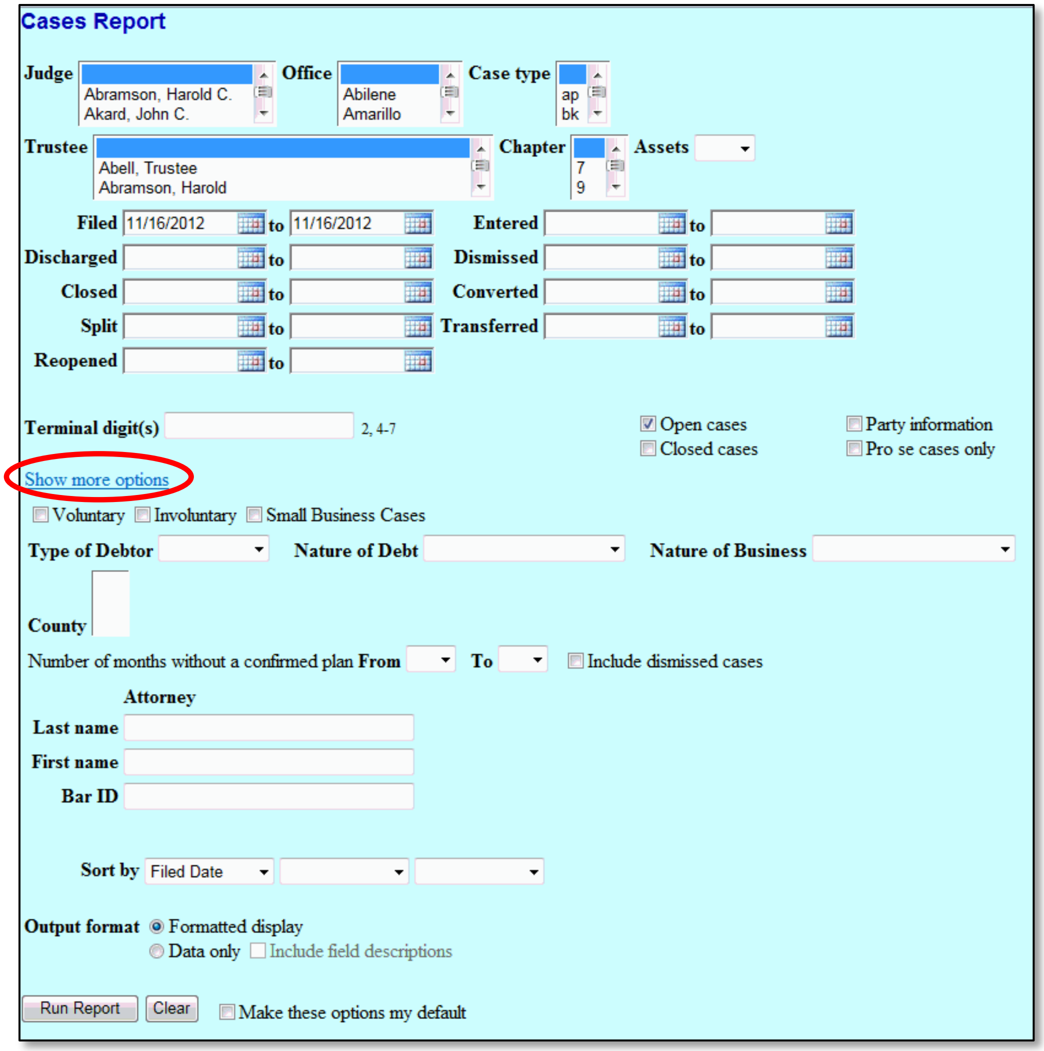

Cases Report
Judge
Abramson, Harold C.
Akard, John C.
Office
Abilene
Amarillo
Case type
ap
bk
Trustee
Abell, Trustee
Abramson, Harold
Chapter
7
9
Assets
Filed 11/16/2012 to 11/16/2012
Entered to
Discharged to
Dismissed to
Closed to
Converted to
Split to
Transferred to
Reopened to
Terminal digit(s) 2, 4-7
Open cases
Closed cases
Party information
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 Filed Date
Output format
Formatted display
Data only
Include field descriptions
Run Report
Clear
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).

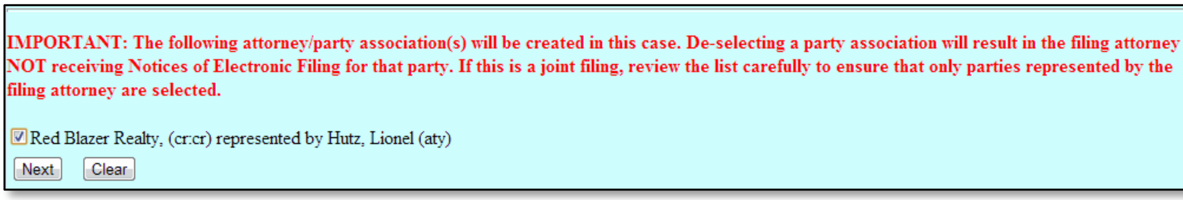
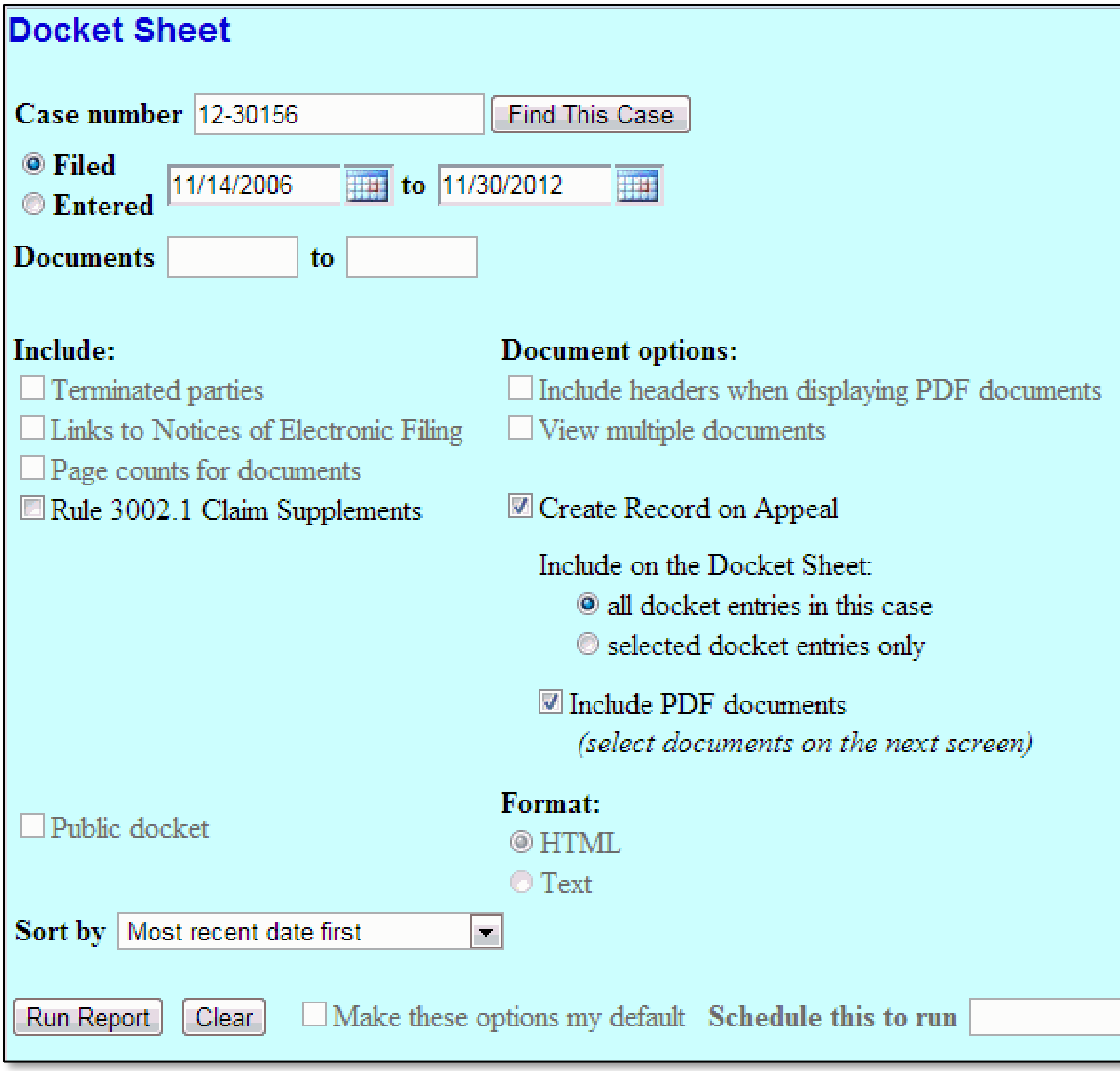



Figure 14

## 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** 12-30156 Find This Case

(•) **Filed**
( ) **Entered** 11/14/2006 **to** 11/30/2012

**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
- [x] Create Record on Appeal

Include on the Docket Sheet:

(•) all docket entries in this case
( ) selected docket entries only

- [x] Include PDF documents

*(select documents on the next screen)*

- [ ] Public docket

**Format:**

(•) HTML
( ) Text

**Sort by** Most recent date first

Run Report Clear [ ] Make these options my default **Schedule this to run**

*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 | ☐ | 13 Employee income records. Debtor is filing copies of pay stubs from 60 days prior to petition date. Filed by Debtor [illegible] (RE: related document(s)4 Notice of deficiency). [illegible] |

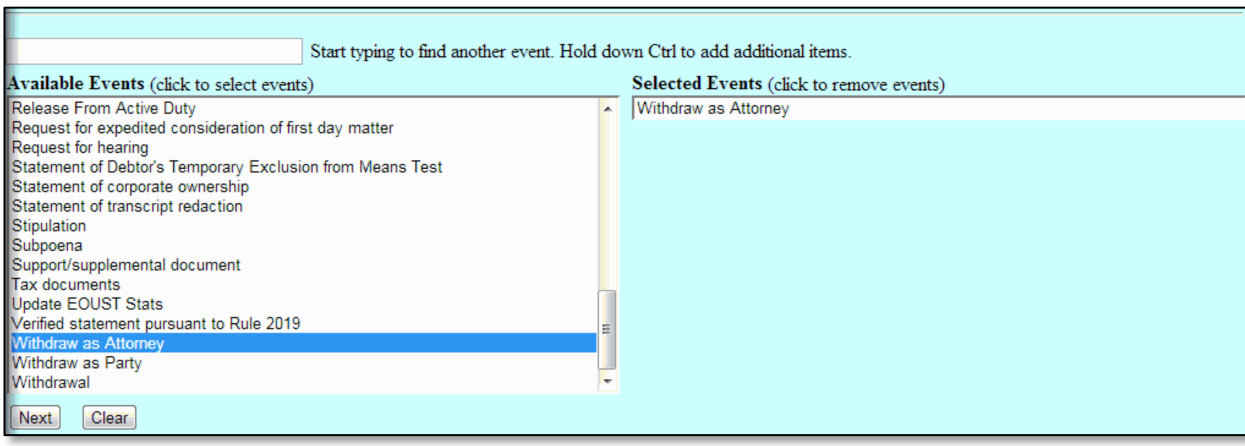
*Checking the box to Create Record on Appeal and selecting the radio button to Include on the Docket Sheet* ***selected docket entries only,*** *produces the following results:*

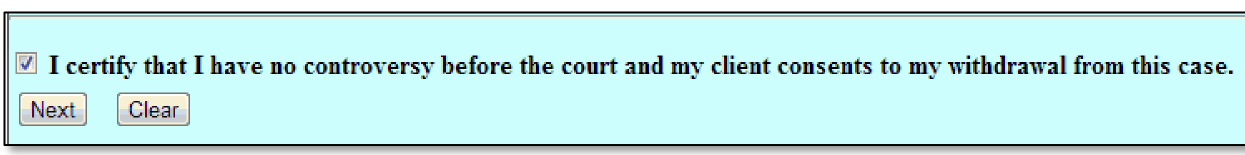
| **** Check the box for each docket entry to include in the Docket Sheet; any documents associated with those entries will be appended. | | |
|---|---|---|
| **Filing Date** | **Select** **all** / **clear** | **Docket Text** |
| 01/18/2011 | ☐ | 13 Employee income records. Debtor is filing copies of pay stubs from 60 days prior to petition date. Filed by Debtor [illegible] (RE: related document(s)4 Notice of deficiency). [illegible] |

## Limited Filer, Attorney Withdrawal/Self-Terminate Event

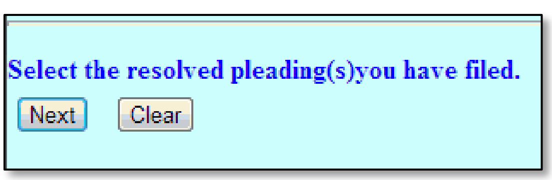
If an attorney represents a party on a case for a limited purpose, the attorney may withdraw from the case in order to stop receiving notices of electronic filings. Filers may use the Withdraw as Attorney event **[Bankruptcy › Miscellaneous › Withdraw as Attorney]** AFTER the attorney has determined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

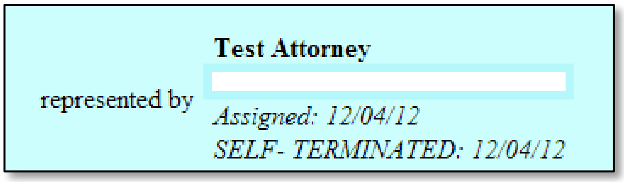



Link the Withdrawal to the docket entry that resolves the party's involvement:

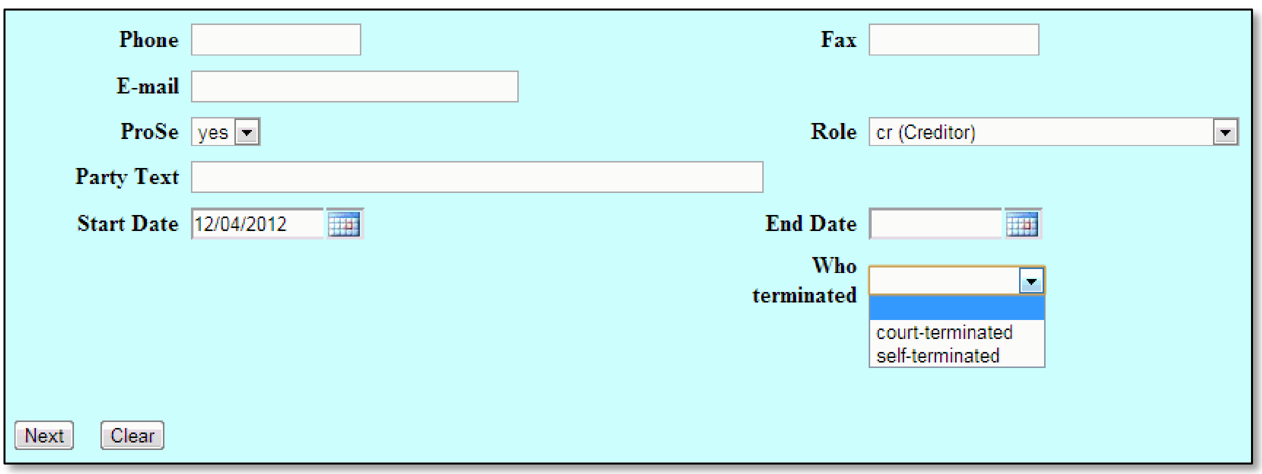



A query of the parties associated with the case displays a SELF-TERMINATED status for an attorney that is withdrawn:




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

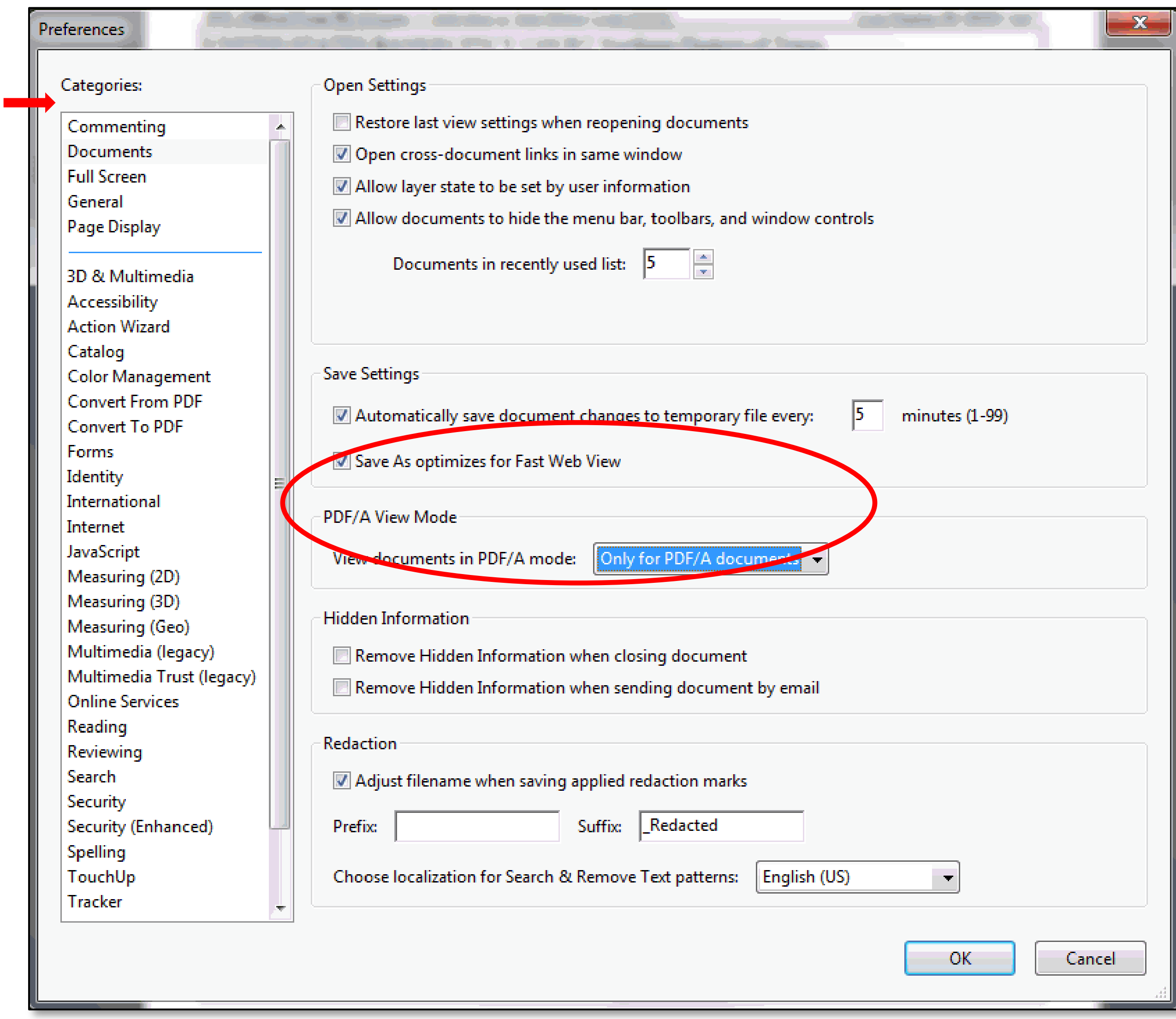


# Informational

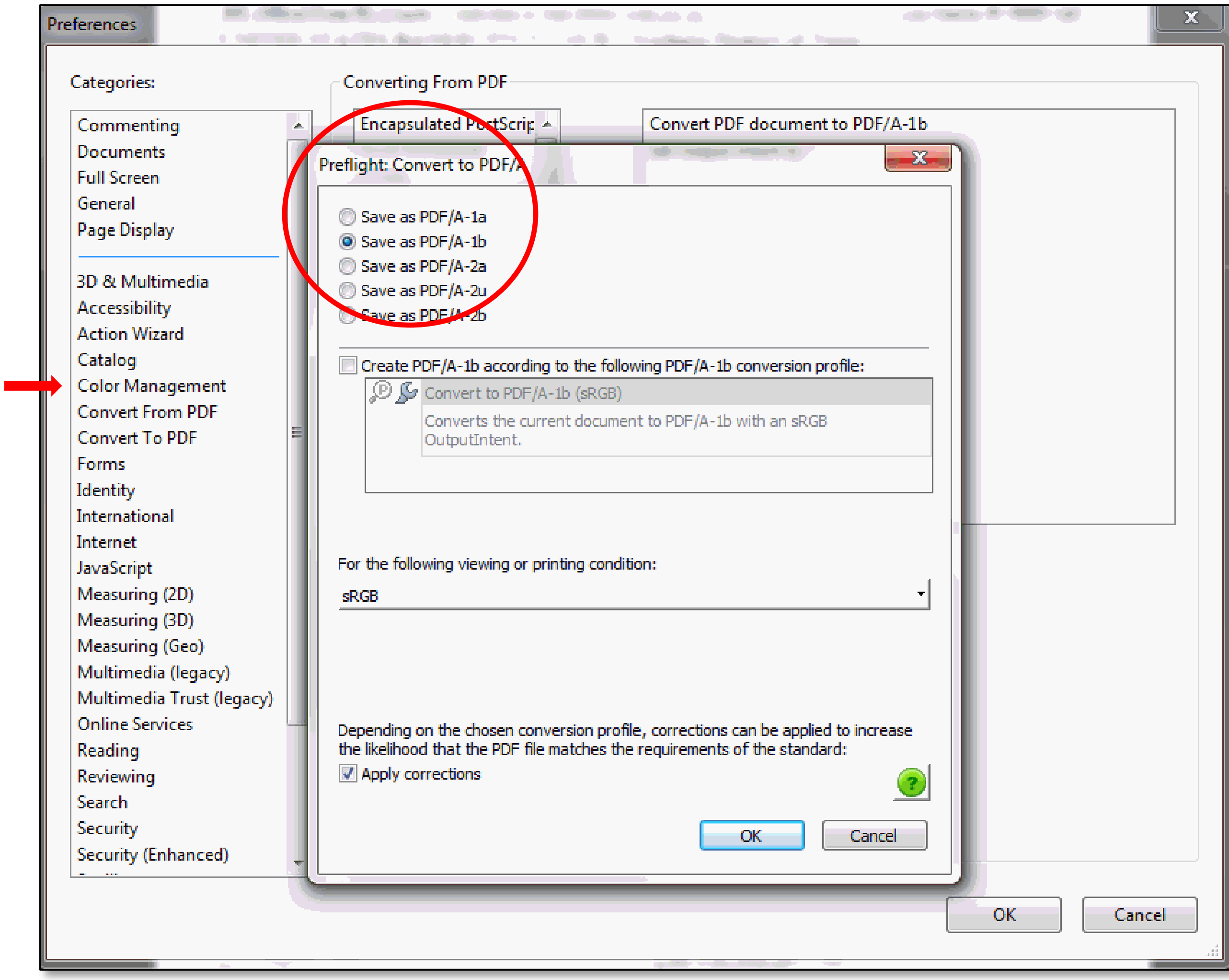
## PDF/A Compliant Documents

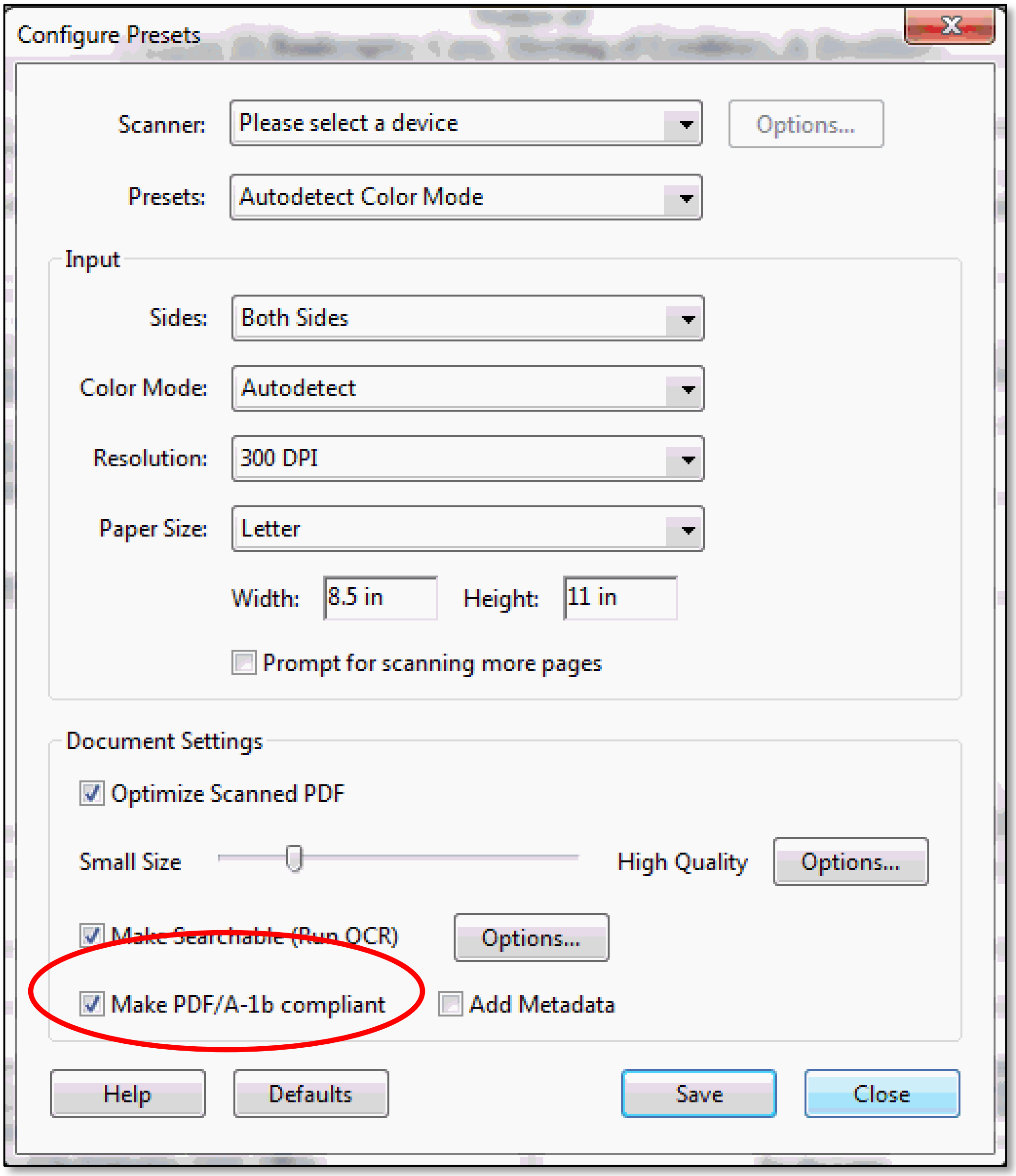
In an effort to reduce security risks and improve the ability to archive pleadings, the Judicial Conference will soon require all PDF documents uploaded to CM/ECF are PDF/A compliant. Although this requirement will not be effective with this release, it is beneficial to begin to introduce this concept.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

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

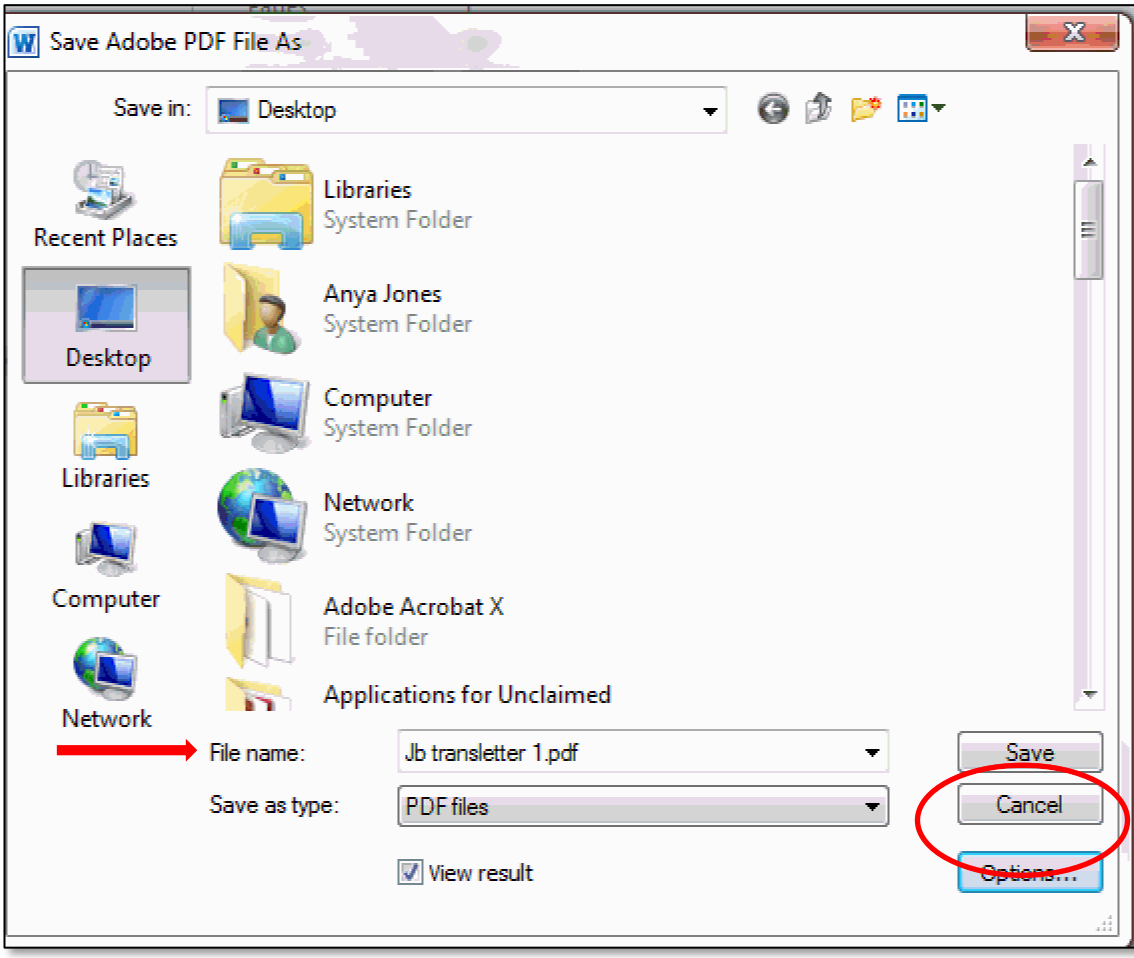


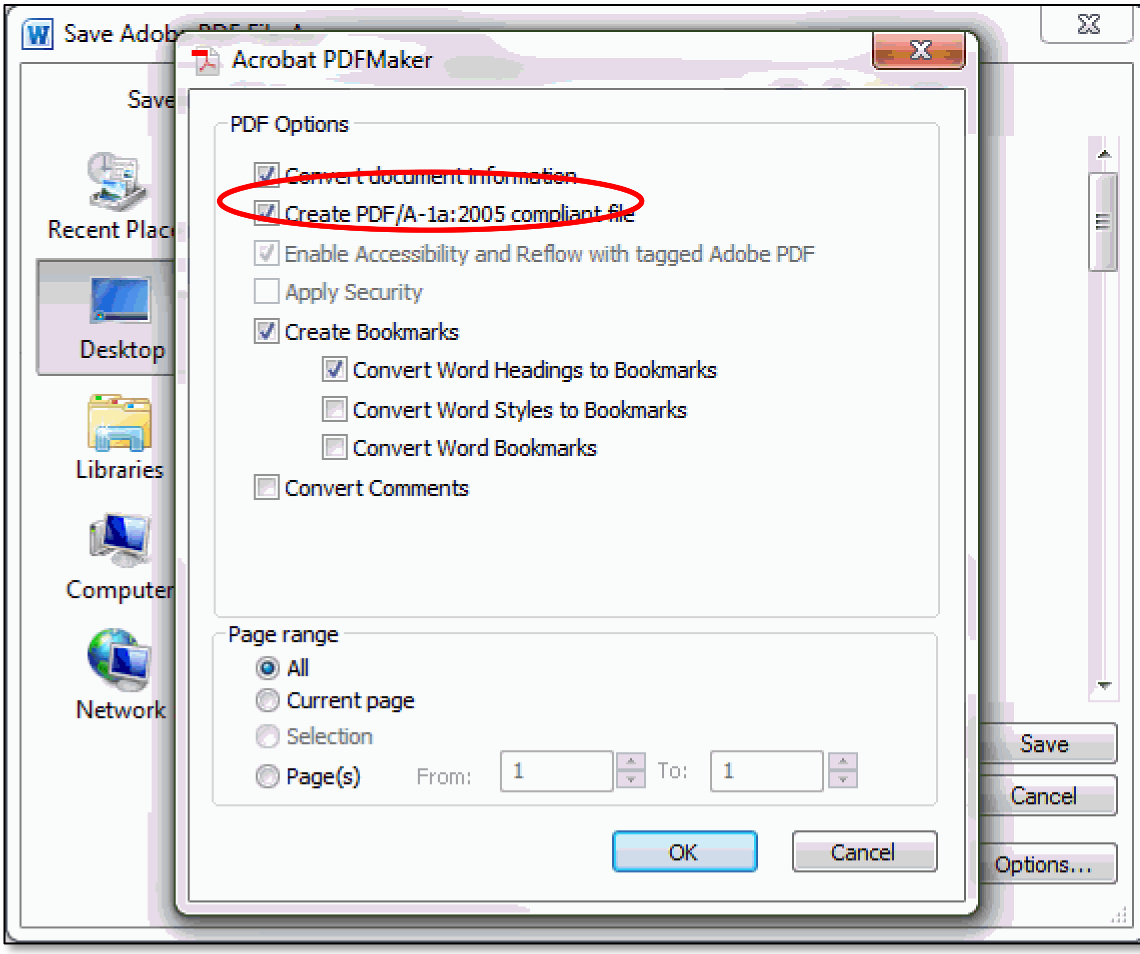
- Adobe Acrobat X: Scanned document configuration for PDF/A Compliance:




Configure Presets
Scanner:
Please select a device
Options...
Presets:
Autodetect Color Mode
Input
Sides:
Both Sides
Color Mode:
Autodetect
Resolution:
300 DPI
Paper Size:
Letter
Width:
8.5 in
Height:
11 in
Prompt for scanning more pages
Document Settings
Optimize Scanned PDF
Small Size
High Quality
Options...
Make Searchable (Run OCR)
Options...
Make PDF/A-1b compliant
Add Metadata
Help
Defaults
Save
Close

- Word 2010 Save as Adobe PDF:




Save Adob
Acrobat PDFMaker
Save
Recent Plac
Desktop
Libraries
Computer
Network
PDF Options
Convert document information
Create PDF/A-1a:2005 compliant file
Enable Accessibility and Reflow with tagged Adobe PDF
Apply Security
Create Bookmarks
Convert Word Headings to Bookmarks
Convert Word Styles to Bookmarks
Convert Word Bookmarks
Convert Comments
Page range
All
Current page
Selection
Page(s)
From:
1
To:
1
OK
Cancel
Save
Cancel
Options...