GoLive

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These events and procedures will become effective on *Tuesday, January 19, 2010,* the *Go Live* date.

Please feel free to contact the ECF Help Desk at (800) 442-6850 if you have any questions or need Any assistance docketing any events. 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/.

Information distributed January 8, 2010

CM/ECF UPDATES AND CHANGES

MAXIMUM .PDF SIZE INCREASED FROM 2MB TO 5MB

Pursuant to recommendations from the Administrative Office of the United States Courts (AO), the maximum file size for .PDF documents filed in CM/ECF has been increased to 5 megabytes (MB). This increase allows you to upload larger documents without having to separate documents into multiple .PDF files.
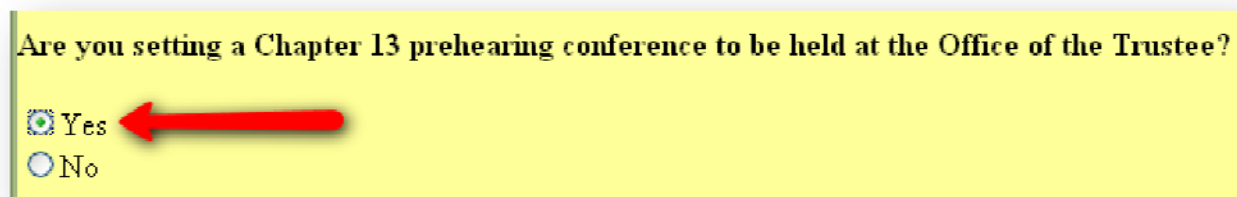
WHO WILL THIS CHANGE AFFECT? All CM/ECF users

WITHDRAWAL

The Withdrawal event [**Bankruptcy → Miscellaneous → Withdrawal**] now allows you to link the withdrawal to a previously filed Notice of Appearance batch event. You are now able to withdraw a single Notice of Appearance, even if it was filed as a batch event with other notices.

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing a withdrawal

NOTICE OF HEARING – CHAPTER 13 PREHEARING CONFERENCE

The Notice of hearing event now requires that a date and time be entered when you select "Yes" on the screen that asks "Are you setting a Chapter 13 prehearing conference to be held at the Office of the Trustee?" (see fig. 1).
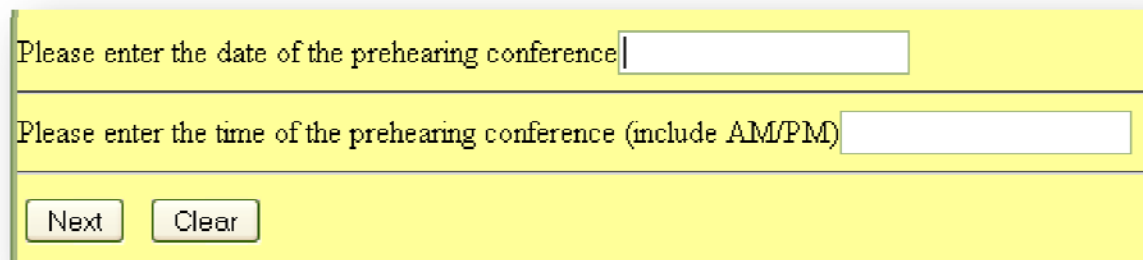

FIGURE 1

The event will not allow you to continue the filing if a hearing date and time are not entered (see fig. 2)

FIGURE 2

WHO WILL THIS CHANGE AFFECT? CM/ECF users setting a Chapter 13 prehearing conference

NOTICE OF APPEARANCE AND REQUEST FOR NOTICE WARNING TEXT

A new warning (see fig. 3) has been added to the Notice of appearance and request for notice event [**Bankruptcy → Notices → Notice of appearance and request for notice**].

Enter the creditor(s) with the address where notice should be sent.

IF YOU ARE FILING THIS NOTICE ON BEHALF OF MULTIPLE PARTIES:
ensure that you enter all parties individually on the next screen, complete with addresses, separated by a blank space between each party.

[Next] [Clear]

FIGURE 3

When you file a notice of appearance on behalf of multiple parties (usually creditors), **you must enter each party, complete with address, that is listed in the .PDF document into CM/ECF**, so that those parties can be added to the mailing matrix (see fig. 4). Failure to enter each party, complete with address, results in an incomplete mailing matrix.

Add Creditor(s)

Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.

Name and Address

```
CitiFinancial
123 Main Street
Anytown, TX 50005

CitiBank
234 Elm Street
Anytown, NY 10001
```

Creditor type [Creditor]
Creditor committee ⊙ No ○ Yes   Entity ☐
[Next] [Clear]

FIGURE 4

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing a notice of appearance on behalf of multiple parties

RESPONSE TO SHOW CAUSE ORDER EVENT

The Response to show cause order event has been modified and now allows you to link to an order on a motion to show cause (see fig. 5.B). The event still allows linkage to a sua sponte order to appear and show cause (see fig. 5.A).

FIGURE 5

WHO WILL THIS CHANGE AFFECT? CM/ECF users responding to any show cause order

CHAPTER 13 STATEMENT OF CURRENT MONTHLY AND DISPOSABLE INCOME, CHAPTER 7 MEANS TEST, AND CHAPTER 11 STATEMENT OF CURRENT MONTHLY INCOME DATA

The above CM/ECF events have been modified and will no longer allow you to continue filing until a dollar amount is entered as follows:
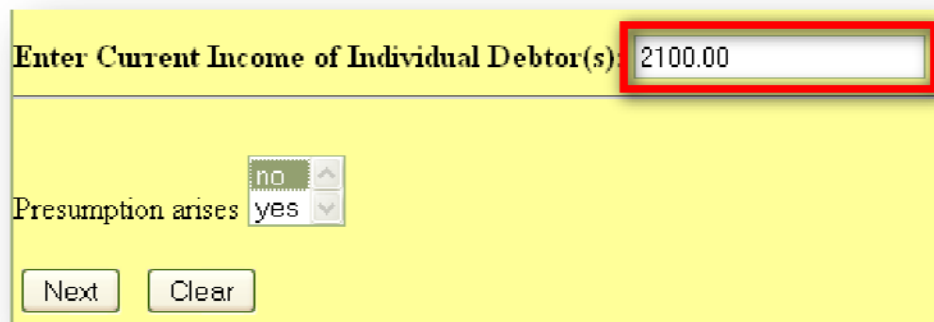
Chapter 13 statement of current monthly and disposable income (see fig. 6):

FIGURE 6

Chapter 7 means test (see fig. 7):
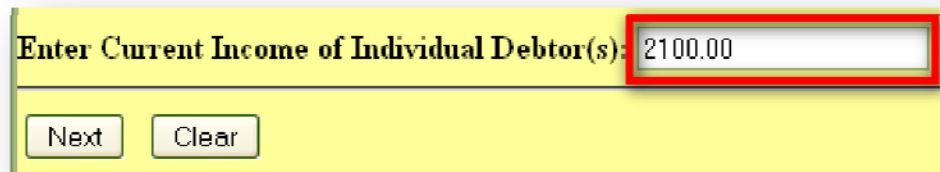
FIGURE 7

Chapter 11 statement of current monthly income (see fig. 8):

FIGURE 8

If a dollar amount is not entered in the text box, the following error will appear (see fig. 9). To continue filing, you must use the back browser button to return to the previous screen and enter the correct dollar amount.

FIGURE 9

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing a Chapter 13 statement of current monthly and disposable income, a Chapter 7 means test, or a Chapter 11 statement of current monthly income

TIPS & TRICKS

PROPOSED EXHIBITS TO PROPOSED ORDERS

Proposed exhibits to a proposed order must be filed **prior** to the filing of the proposed order. When you wish to file proposed exhibits, you must first use the 'Proposed exhibit to order' CM/ECF event [**Bankruptcy → Miscellaneous → Proposed exhibit to order**] to file the exhibits. Once the exhibits have been filed, a reference to the exhibits, including the docket number, should be added to the text of your proposed order. Once a reference to the filed exhibits has been made, you can continue filing the proposed order in the normal manner [**Bankruptcy → Proposed Orders**].

If you attempt to file the proposed exhibits **after** the proposed order has been filed, there is no way to link the exhibits to the proposed order, because the proposed order does not receive a document number until it has been docketed. Therefore, it is important to remember the appropriate steps outlined above to ensure that your proposed order and proposed exhibits are correctly linked.

NOTICE OF HEARING SETTING INFORMATION

A hyperlink has been added to the Notice of Hearing event that allows you to visit the Court's website for further instructions on obtaining a hearing date and time (see fig. 10). Previously, users were directed to our website for this information, but this change allows you to click the link and go directly to our website without typing in our website address manually.
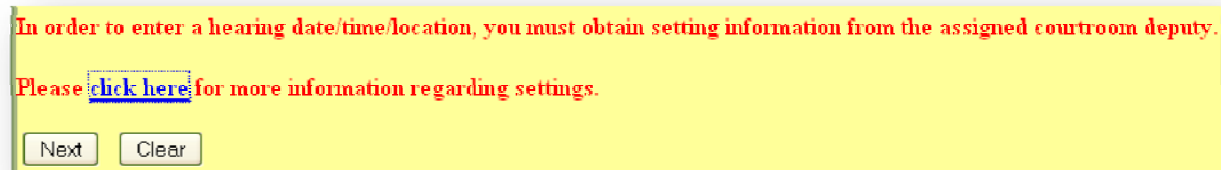

> In order to enter a hearing date/time/location, you must obtain setting information from the assigned courtroom deputy.
>
> Please click here for more information regarding settings.
>
> [Next] [Clear]

FIGURE 10

OBJECTION DEADLINE WARNING TEXT

Additional text has been added on CM/ECF screens that ask for an objection deadline. In addition to the previous warning text, the screen will also remind you that the .PDF should contain an objection date and that the objection date entered in CM/ECF should match exactly what appears within the document (see fig. 11).

> **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
>
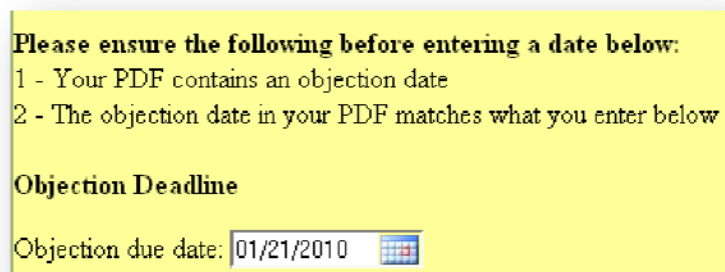> **Objection Deadline**
>
> Objection due date: 01/21/2010

FIGURE 11

RESPONSES TO A MOTION FOR WITHDRAWAL OF REFERENCE

Remember that a response to a motion for withdrawal of reference should be filed with the district court using the district court civil case number. These responses should **not** be filed in the bankruptcy case.

RESPONSES TO A NOTICE OF HEARING

We have removed the ability to link a response to a notice of hearing. Responses should be linked to the **motion** that was set for hearing, **not** the notice of hearing itself.

RESPONSE EVENT DOCKET TEXT

We have removed the ability to enhance the docket text when using the response event. On occasion, users would enhance the docket text to read "Response to motion *and motion to…*", which is incorrect. This change will reduce the number of responses that must be redocketed because they also contain a motion.

When a response also contains a motion, the proper procedure is to docket the pleading as a response first, then docket the same pleading again as a motion, using the correct motion event in the motions/applications menu.

OBJECTION EVENT

The objection event no longer allows a user to link to an order that has been entered. The proper procedure is to file an appeal or a motion to vacate when a party would like a ruling or order to be reconsidered.

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