



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 Monday, October 7, 2019.

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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.

Schedules

The event **Bankruptcy > Schedules/Statements/New Case Deficiencies > Schedules** has been modified. The following deficiencies have been added to the event. Declaration About an Individual Debtor's Schedules and Declaration Under Penalty of Perjury for Non-Individual Debtors. See figures 1 (Individual debtors) and 2 (Non-Individual debtors) below.

What are you filing?

- COMPLETE set of Schedules A/B through J
- Schedules D and E/F
- Summary of Assets and Liabilities and Certain Statistical Information ONLY
- Individual Schedules A/B, C, G, H, I, or J
- Declaration About an Individual Debtors Schedules ONLY

Next

Clear

Figure 1

What are you filing?

- COMPLETE set of Schedules A/B and D-H
- Schedules D and E/F
- Summary of Assets and Liabilities and Certain Statistical Information ONLY
- Individual Schedules A/B, C, G, H, I, or J
- Declaration Under Penalty of Perjury for Non-Individual Debtors ONLY

Next

Clear

Figure 2

In addition, when the options for *Complete set of Schedules*, *Schedules D and E/F*, and *Individual Schedules A/B, C, G, H, I, or J* are chosen, questions asking the filer if they are including the Declaration in their PDF have been added. See figure 3 below.

Are you amending any of these schedules?

Yes
 No

Are you including the Summary of Assets and Liabilities and Certain Statistical Information in your PDF?

Yes
 No

Are you including the Declaration About an Individual Debtors Schedules in your PDF? ←

Yes
 No

Are you including the Declaration Under Penalty of Perjury for Non-Individual Debtors in your PDF? ←

Yes
 No

Figure 3

Tips & Tricks

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

Edit Request Email box

The email for assistance with edits to case(s), will be decommissioned. The email address edit.request@txnb.uscourts.gov, should no longer be utilized for requesting changes to filings. Please email new request to: ecfhelp@txnb.uscourts.gov, or contact via phone @ 1-800-442-6850.