



**Effective, Tuesday, November 12, 2013**, this guide contains information regarding a change to ECF events.

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/>.

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## ECF Changes & Updates

*This section includes information regarding changes and updates to ECF events, menus and the way the system processes information.*

### Order Upload (E-Orders) Single Order Upload

The Order Upload (E-Orders) Single Order Upload module ([**Bankruptcy > Order Upload > Single Order Upload**] and [**Adversary > Order Upload > Single Order Upload**]) has been modified. When filers upload proposed orders via Single Order Upload, only documents and motions that *have not* been terminated are available for linkage.

### Motion for Leave (Not for Appeal Use)

The Motion for Leave (Not for Appeal Use) events ([**Bankruptcy > Motions/Applications > Leave (Not for Appeal Use)**] and [**Adversary > Motions > Leave (Not for Appeal Use)**]) have been modified. Upon docketing a Motion for Leave (Not for Appeal Use), filers have the option to link the motion to a docket entry.

## Avoid Filing Mistakes

This section addresses the top 3 error types made during the period between July 1, 2013 and September 30, 2013 and includes the error type, number of errors committed for each type, as well as recommendations to avoid these types of errors. Reviewing these errors and taking the recommended action during docketing will provide a more accurate docket.

1. When docketing schedules, there were 353 errors for an incorrect or omitted amount on the schedules.

Recommendation: Verify that each dollar amount entered on the Summary of Schedules or Amended Summary of Schedules screen in ECF matches the dollar amounts on the Summary of Schedules the debtor submitted for filing.

When the dollar amounts are entered incorrectly, cases may be impacted in a variety of ways, including but not limited to: data reported to the Administrative Office for the United States Courts which is used, along with other factors, to determine court funding, may misrepresent the needs for our district which may result in a reduction in the level of

service the court is able to provide; debtors may not receive the proper level of relief sought; and with repeated occurrences, negatively impacts the reputation and quality of service the attorney provides.

2. There were 327 entries docketed using the incorrect event.

Recommendation: Utilize the Search feature located in the top dark blue menu bar of CM/ECF to locate the proper event or call the CM/ECF Help Desk for assistance if you are unsure of which event should be used. Most events will match the title of your pleading or the type of relief sought.

Pleadings filed incorrectly will be marked as such on the docket, terminated, and you will be required to re-file the pleading. Additionally, this may result in a delay in receiving the relief requested by the filing party.

3. There were 233 entries docketed in which an incorrect selection was made at a decision point while docketing the event.

Recommendation: As you docket an event, ensure all selections within the event are correct and match the contents of your PDF file, e.g. when filing amended schedules, an incorrect selection would be selecting the radio button for Individual schedules A, B, C, G, H, I, or J when actually it is Schedules D, E, F that are being filed.

Making an incorrect selection when docketing can have a variety of consequences, some of which are: hearings not being properly set; incorrect objection or response deadlines communicated; and attorney paying unnecessary and non-refundable filing fees related to an event. All of which may cause a delay in receiving the relief being sought.