



CONTENTS

Tips & Tricks	2
Employee Income Records on Joint Cases	2
Requests for Telephonic Appearance	2
Filing a Creditor Matrix	2
Foreign Notices	3
CM/ECF Updates & Changes	3
Filing a New Bankruptcy Case without Exhibit D.....	3
Notice of Dismissal.....	3
Order Directing Substantive Consolidation of Cases	4



These events and procedures will become effective on **Monday, November 14, 2011**, the *Go Live* date.

Please feel free to contact the ECF Help Desk at (800) 442-6850 if you have any questions or need assistance docketing any events. The Court's FAQ website is <http://www.txnb.uscourts.gov/help>. 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 November 4, 2011

TIPS & TRICKS

For each new docket entry and every new case filed, we have a dedicated team who reviews the entries for accuracy. When docketing errors are identified, they are logged into a database which is reviewed monthly for error trends. Consistently each month, the majority of errors are incurred during the filing of new cases and docketing of debtor's schedules A through J. We have identified common errors within these events and you will often find Tips & Tricks on how to avoid the errors contained within the GoLive Guides distributed to you periodically. When filing new cases or docketing the schedule events, verify the dollar amount entered matches the dollar amount on the PDF copy of the schedule(s). Other common errors made during new case filing are the failure to enter alias names for the debtor and incorrect entries for the debtor's name, address, county of residence, status of prior filing, and estimated assets, liabilities and creditors. We ask that you please proof the information entered for accuracy before submitting the new case for filing.

EMPLOYEE INCOME RECORDS ON JOINT CASES

When you are filing Employee Income Records (EIR) in a joint case, file each EIR separately for both the debtor and joint debtor. This procedure will eliminate confusion on the docket sheet when both debtors are selected as the filer, but the .PDF EIRs are for only one of the debtors.

REQUESTS FOR TELEPHONIC APPEARANCE

Requests to appear by telephone can be emailed or faxed, depending on the divisional office. Refer to the Attorney Desk Reference on our website for specific information regarding email addresses and, when applicable, fax numbers. The request should be made in advance of the hearing according to the judge-specific guidelines contained within the Attorney Desk Reference. The request should include the name of the attorney and the name of the party they are representing and should state the reason why the individual needs to appear by phone.

Once received, a member of the court services team will review the request and confirm the setting information. If the request is approved, the Courtroom Deputy will notify the requesting party by email or phone advising them that the request has been approved and informing them how they should proceed. If the request is denied, the Courtroom Deputy will notify the requesting party by email or phone advising them why the request was denied.

For additional information, please refer to the Attorney Desk Reference located on the Home page of the Court's website at www.txnb.uscourts.gov.

FILING A CREDITOR MATRIX

The creditor matrix must be filed in .PDF format and must include the Verification of Mailing List cover page. The complete .PDF of the creditor matrix must be filed with the Clerk's Office. The creditor MAILING matrix must also be created in .TXT format for the creditors to be uploaded in CM/ECF through the *Creditor Maintenance* menu item. Adding the creditors to the case through *Creditor Maintenance* ensures the creditors receive notice of the case filing.

If there are only a few creditors, they can be typed in individually. However, if there are numerous creditors, it is easiest to have your bankruptcy software prepare the list for you. You can then either upload the entire file, or copy the text into CM/ECF. If you choose to copy the text, be sure to put your cursor at the upper left hand corner of your document and then hold down the **[control]** key while pressing the letter **A** key. This will ensure that the entire document is captured and all creditor names and addresses will be entered when you copy and paste them into CM/ECF.

For more detailed instructions, please refer to the Filing Resources section of our website at www.txnb.uscourts.gov.

FOREIGN NOTICES

The Bankruptcy Noticing Center (BNC) will serve notices to addresses in foreign countries. In order for BNC to process the address, the last line of the address must be the name of the country in all capital letters.

Example: Mr. and Mrs. Joseph Creditor
1234 Rue du Maisons
Paris, France 012569-969-652
FRANCE

CM/ECF UPDATES & CHANGES

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

FILING A NEW BANKRUPTCY CASE WITHOUT EXHIBIT D

This event [**Bankruptcy → File New Bankruptcy Case**] has been modified to add an additional radio button selection that indicates Exhibit D is not being filed with the petition (fig. 1).

Which box is checked on Exhibit D?

- Box 1
- Box 2
- Box 3
- Box 4
- Box 5
- Unknown or not filed

FIGURE 1

This selection is populated in the docket text.

NOTICE OF DISMISSAL

The Court will no longer notice the Notice of Dismissal form, and will instead notice the actual Order of Dismissal to all parties.

In the event that the Order of Dismissal is lengthy in number of pages, or the order is being entered in a case with a large number of creditors, we will determine if alternate noticing should be utilized, in which case the parties will receive a one-page notice with instructions on how to obtain the full Order of Dismissal document.

ORDER DIRECTING SUBSTANTIVE CONSOLIDATION OF CASES

This form (BTXN071) has been modified to add the following text:

“ORDERED, that in the event these cases have been assigned to separate judges, all cases shall be transferred to the judge assigned to the lead case; and it is further...”

The motion to consolidate event [**Bankruptcy** → **Motions/Applications** → **Consolidate**] has been modified to include the following warning message (fig. 2):

Enter lead case:

Enter member case(s):

This motion requires a hearing. You must obtain a setting and docket notice of hearing next. When uploading the order to consolidate, please use form order BTXN071 or incorporate the language of the form order so that all documents to be filed are addressed in the order.

FIGURE 2