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These events and procedures will become effective on **Monday, November 8, 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 OCTOBER 29, 2010**

## ANNOUNCEMENTS

### CLERK'S OFFICE CLOSINGS

The Clerk's Office will be closed on Thursday, November 11, 2010 to observe the Veterans Day holiday.

The Clerk's Office will also be closed on Thursday and Friday, November 25 and 26, 2010 to observe the Thanksgiving holiday.

The closing of the Clerk's office will not affect the court's electronic filing system, which will remain available during this time. For emergency filings, please refer to our Emergency Filing Procedures located on our website.

## CM/ECF UPDATES & CHANGES

### OPERATING REPORT EVENT

This event [**Miscellaneous** → **Operating report**] has been modified to add an option for selecting either *monthly operating report* or *post-confirmation operating report* (see fig. 1).



Which type of report are you filing?

monthly operating report

post-confirmation operating report

Next Clear

FIGURE 1

After this selection is made, the event will continue to ask for the beginning and ending date of the applicable report, and you will be prompted to attach the .PDF version of the report. The docket text will reflect the type of report selected.

**WHO WILL THIS CHANGE AFFECT?** All CM/ECF users

### WITHDRAWAL EVENT

This event [**Bankruptcy** → **Miscellaneous** → **Withdrawal**] has been modified to allow Trustees to link to a previously filed *Trustee's Notice of Intent to Dismiss Case*.

**WHO WILL THIS CHANGE AFFECT?** Trustee CM/ECF users

## FILE NEW ADVERSARY CASE EVENT

The warning message concerning adding all attorneys, aliases and corporate parents/affiliates has been modified for greater clarity and distinction (see fig. 2).

The screenshot shows a web form titled "Plaintiff Information" with a yellow background. The form contains several input fields: Office, Address 1 (50 Money Street), Address 2, Address 3, City (Lubbock), State (TX), Zip (79413), County (Bailey), Country, Phone, Fax, E-mail, Party text, and Role in Bankruptcy Case (a dropdown menu). Below these fields are four buttons: "Attorney...", "Alias...", "Corporate parent / affiliate...", and "Review". At the bottom are "Submit", "Cancel", and "Clear" buttons. A red-bordered box highlights the "Review" button with the text: "Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button."

FIGURE 2

**WHO WILL THIS CHANGE AFFECT?** All CM/ECF users

## NEW MISCELLANEOUS EVENT: CERTIFICATE CONCERNING TAX RETURNS

A new miscellaneous event has been created [**Bankruptcy → Miscellaneous → Certificate concerning tax returns**] that allows Chapter 13 debtors to file this required document instead of using the *Affidavit* event (see fig. 3). This new event does not require linkage to a previously filed document.

The screenshot shows a list of "Available Events" with a yellow background. The list includes: Affidavit, Amended petition, Authorization for preconfirmation disbursements, Ballots/Ballot summary, Brief, Certificate (generic), Certificate concerning tax returns (highlighted with a red box), Certificate of service, Cure of residential judgment, Debtor's election of small business designation, Debtor's rebuttal of presumption of abuse, Declaration, Declaration by BPP, Domestic support obligations, and Equity security holders. Below the list are "Next" and "Clear" buttons.

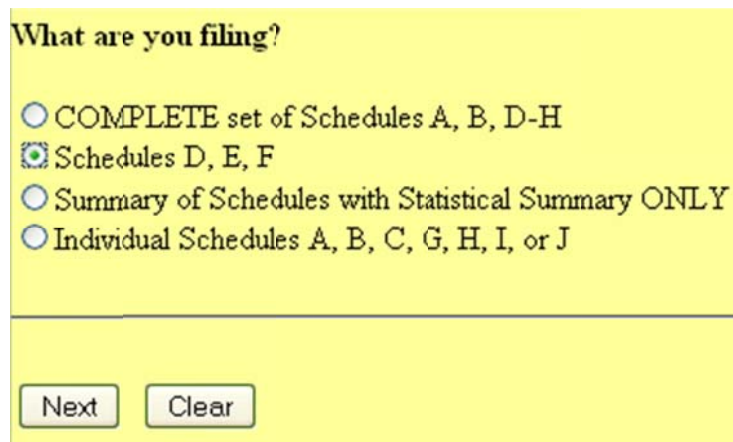
FIGURE 3

**WHO WILL THIS CHANGE AFFECT?** All CM/ECF users

## SCHEDULES EVENT

This event [**Bankruptcy → Schedules/Statements/New Case Deficiencies → Schedules**] has been modified to require dollar amounts to be entered when you are filing schedules. This change applies to all schedules.

In addition, when you select the Schedules D, E, F option in this event (see fig. 4), you will notice some changes.



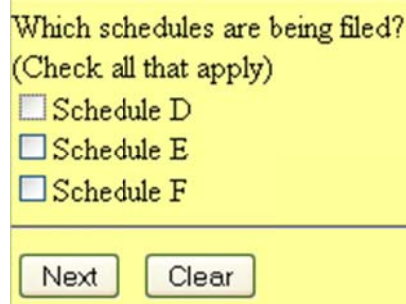
**What are you filing?**

- COMPLETE set of Schedules A, B, D-H
- Schedules D, E, F
- Summary of Schedules with Statistical Summary ONLY
- Individual Schedules A, B, C, G, H, I, or J

Next Clear

FIGURE 4

When the Schedules D, E, F selection is made, the system prompts you to select the specific schedules that are being filed (see fig. 5).



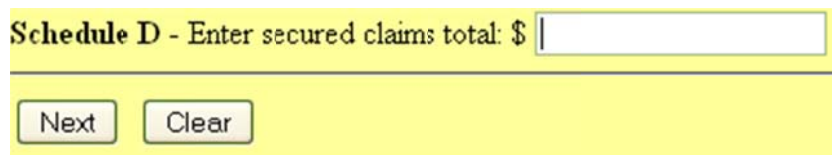
**Which schedules are being filed?**  
(Check all that apply)

- Schedule D
- Schedule E
- Schedule F

Next Clear

FIGURE 5

After you have chosen the specific schedules that are being filed, the system will ask for the dollar amounts individually. If you do not enter a dollar amount when prompted (see fig. 6), an error message will appear (see fig. 7). You may use your browser's *Back* button to return to the previous screen and enter the correct dollar amount.



**Schedule D - Enter secured claims total: \$**

Next Clear

FIGURE 6

**Error - you have not entered an amount. Use the back button and enter a value before proceeding.**

FIGURE 7

The docket text will reflect the specific schedules that you selected.

This change is consistent with changes that were explained in the November 16, 2009 and January 19, 2010 GoLive Guides.

**WHO WILL THIS CHANGE AFFECT?** All CM/ECF users

## PROCEDURAL UPDATES AND CHANGES

### RECEIPT OF SEALED DOCUMENTS

The Operations Manual has been updated with clarification regarding the correct procedure that is to be followed when you wish to file documents under seal without an order granting a motion to seal:

If an order granting the motion to seal has not been entered, the documents cannot be treated as sealed. As such, you may choose:

- a. To file the document unsealed as-is;
- b. To file the document unsealed with redactions; or
- c. To wait until the order is entered granting the motion to seal before filing your documents.