



This guide contains information regarding changes to 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/>.

Effective Monday, December 22, 2014.

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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.

Withdrawal and Notice of Withdrawal

Events **[Bankruptcy/Adversary > Miscellaneous > Withdrawal]** and **[Bankruptcy > Trustee/US Trustee > Notice of Withdrawal]** will now prompt the filer to select events to terminate. Termination will currently be limited to events found in the *motion* and *miscellaneous* categories, and user type of trustee.

Terminate Pending Documents	
<i>All documents with a check mark will be terminated. It is not necessary to remove the date if a document will not be terminated.</i>	
Filing Date #	Docket Text
12/10/2014 29	Motion to convert case from chapter 13 to 11 . Fee Amount \$932 . Filed by Trustee Alice Whitten Objections due by 1/5/2015. (Hunter, David)
<input type="checkbox"/>	Convert case 13 to 11
	Date Terminated 12/10/2014

New Order Types/Descriptions in Order Upload

The following order types and descriptions have been added in (**[Adversary/Bankruptcy > Order Upload > Single/Batch]**): *Interlocutory Order*, *Order on Notice of Amt. Deemed Necessary to Cure*, and *Chapter 13 Trustee – Misc.*

Single Order Upload	
14-12345-bjh7 Foghorn Leghorn and Mickey M. Mouse	
Related document number: 34	
Related document description: Motion to dismiss case	
Order type	Interlocutory Order
Hearing date	1/6/2015 8:00 AM
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

And

Batch Order Upload	
Order type	Interlocutory Order
Order description	Interlocutory Order
Hearing date	1/6/2015
Case number(s)	3:14-bk-12345
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

Cross Appeal

Event (**[Bankruptcy/Adversary > Appeal > Cross appeal]**) may now be linked to an *Amended notice of appeal*.

Select the appropriate event(s) to which your event relates:

- 12/10/2014 [11](#) Notice of appeal . Fee Amount \$298 filed by Plaintiff Bank Of America (RE: related document(s) 10 Order vacating dismissal order and reinstating case). Appellant Designation due by 12/24/2014. (Hunter, David)
- 12/10/2014 [12](#) Amended notice of appeal filed by Defendant Jim Cisco (RE: related document(s)[11](#) Notice of appeal). (Hunter, David)

Next

Clear

Joint Certification to Court of Appeals

Event (**[Bankruptcy/Adversary > Appeal > Joint certification to court of appeals]**) has been modified to enhance the warning message to better assist users to locate the event (**[Adversary > Motions > Certification to Court of Appeals]**).

WARNING - DO NOT USE THIS EVENT TO FILE A MOTION FOR CERTIFICATION TO COURT OF APPEALS. INSTEAD USE THE CERTIFICATION TO COURT OF APPEALS UNDER MOTIONS.

Next

Clear

Domestic Support Obligations

Event (**[Bankruptcy > Miscellaneous > Domestic support obligations]**) has been modified to remove docket text "*payments are current at this time*". Text will now read "*Certification regarding Domestic support obligation*".

12/10/2014

[13](#) Certification regarding Domestic support obligations filed by Defendant Jim Cisco . (Hunter, David)

Summary Schedules Screen

Within the event (**[Bankruptcy>Schedules]**) the following message has been added and appears right above the Next button on the summary of schedules page:

I certify that the amounts entered above match exactly what is contained within the PDF attachment.

Next

Clear

Now Available For Docketing In Chapter 12 Cases

Events ([Bankruptcy > Trustee/US Trustee > Trustee's certification of plan payment completion]), and ([Bankruptcy > Motions/Applications > Debtor(s) certification and motion for entry of chapter 12/13 discharge]) can now be docketed in chapter 12 cases pursuant to 11 U.S.C. § 1228(a).

Tips & Tricks

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

Docket Activity and Cases Report

Trustees may now run cases and docket activity reports for periods longer than 31 days.