



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/>.

The effective date is Day of Monday, March 21, 2016.

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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.

Motion to Declare 1322(b) claim current and defaults cured

A new event [**Bankruptcy > Motions/Applications > Declare 1322(b) claim current and defaults cured**] has been created. The Bankruptcy judges in the Northern District of Texas have designated the Lubbock Court to implement a pilot program in which chapter 13 debtors make claim payments secured by the debtor's(s') principal residence through the Chapter 13 Trustee, as opposed to "direct payments" to the mortgage servicer. (see Figure 1)

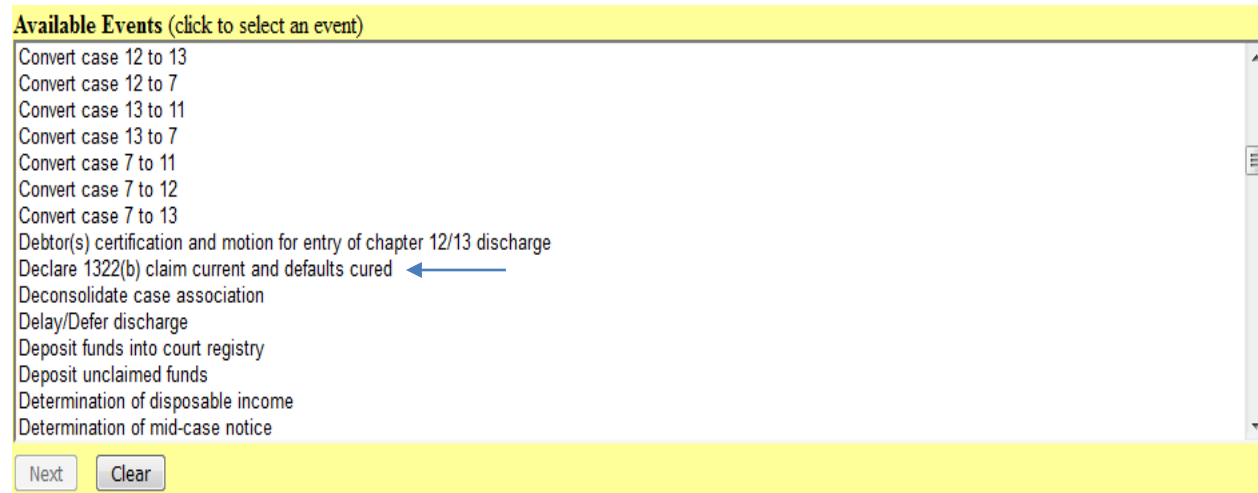


Figure 1

Notice assign/transfer claim (Batch)

The event [**Bankruptcy > Creditor Filings > Notice assign/transfer claim (Batch)**] has been deactivated. Due to limitations with batch events, linkage to the claims register was not possible therefore the event was deactivated.

Tips & Tricks

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

Multi vs. Batch Event Filings

We have deactivated the **Motion to substitute attorney (multi)** and **Notice of substitution of counsel (multi)** events within the **Multi-Case Docketing** category,

If the request to substitute attorney is being made in an individual case(s), it should be docketed as a separate event using **[Adversary > Motions > Substitute Attorney]** or **[Bankruptcy > Motions/Applications > Substitute Attorney]**. If there is a need to file these pleadings in multiple cases, docket it as a **Batch Filing**. Batch Filings allow the filer to docket case specific PDF files in multiple cases with a single docket entry. Case specific PDF files are required for the Substitute attorney event.

The modifications within these categories will be as follows:

Multi-Case Docketing:

Notice of firm name change (multi)

Notices:

Notice of new lead counsel within firm

Motions/Applications:

Substitute attorney