



This guide contains information regarding changes to CM/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 Monday, April 22, 2019.

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Form Updates

This section includes information regarding changes to Local Bankruptcy Forms.

Audio Recording Request

Pre-payment is now required when ordering an audio CD from the court. BTXN191 has been modified with the updated verbiage. Pre-payment process will be worked out on a case by case basis.

Tips & Tricks

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

Motion to sever

When requesting that one debtor be dismissed from a case, it is not necessary to file a motion to sever and then a subsequent motion to dismiss. A motion to dismiss can be filed for the one debtor to be dismissed without severing the case.