



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, May 11, 2020.

CM/ECF Changes & Updates	2
Single Order Upload (E-Orders)	2
Schedules	2
Motion to Extend Automatic Stay	2



CM/ECF Changes & Updates

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

Single Order Upload (E-Orders)

A display message and link to the Proposed Order Specifications has been added during the Order Upload (e-orders) event in ECF. This link should be used to confirm proposed orders are in compliance with TXNB order upload requirements. See Figure 1.

Single Order Upload

Please make sure your order is in full compliance with TXNB Proposed Order Specifications.

See [Proposed Order Specifications](#) for more information.

Figure 1

Schedules

The event **Bankruptcy > Schedules/Statements/New Case Deficiencies > Schedules** has been modified. *Official Form 106DEC* has been added in parenthesis to the question about including the declaration about an individual debtors schedules. See Figure 2.

Are you including the Declaration About an Individual Debtors Schedules (Official Form 106DEC) in your PDF?

- Yes
 No

Figure 2

Motion to Extend Automatic Stay

The event **Bankruptcy > Motions/Applications > Extend automatic stay** has been modified. The event now has the option to amend a previously filed motion to extend automatic stay.