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These events and procedures will become effective on **Monday, June 7, 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 May 28, 2010

ANNOUNCEMENTS

CM/ECF UNAVAILABLE JUNE 10-14, 2010

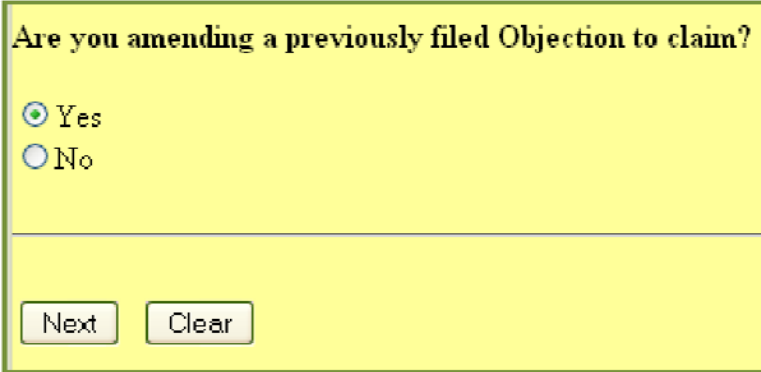
The CM/ECF system will be unavailable from Thursday, June 10 at 11:45 p.m. until Monday, June 14 at 6:45 a.m. for scheduled maintenance. Please plan to file your documents before or after this scheduled CM/ECF outage.

If you have a document that must be filed on an emergency basis, please refer to the Court's [Emergency Filing Procedures](#).

CM/ECF UPDATES & CHANGES

OBJECTION TO CLAIMS

This event has been modified to allow you to amend a previously filed objection to claim (see fig.1) and link the current filing to the previously filed objection.



The screenshot shows a yellow rectangular form with a black border. At the top, the text reads "Are you amending a previously filed Objection to claim?". Below this text are two radio button options: "Yes" (which is selected, indicated by a small green circle) and "No". At the bottom of the form, there are two buttons: "Next" and "Clear".

FIGURE 1

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing an amended objection to claim

MOTION TO CONTINUE

This event has been modified and no longer allows you to link a motion to continue to objections, answers, responses, or hearing held entries. A motion to continue should be linked to the motion being heard.

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing a motion to continue

NOTICE OF HEARING

This event has been modified and no longer allows you to link a notice of hearing to answers, responses, objections, or court correspondence events. A notice of hearing should be linked to the motion being heard.

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing a notice of hearing

NOTICE OF HEARING

This event has been modified and no longer allows you to select hearing locations that are no longer in use (see fig.2).

The screenshot shows a web form titled "Hearing Information" with a yellow background. At the top, there are fields for "Hearing Date" (6/10/2010) and "Hearing Time" (08:00). Below these are several sections, each with a "Location" dropdown menu and a "Hearing Judge" field. The sections are labeled "Confirma", "Confirmat", "Preliminary", and "Hearing D". A red rectangular box highlights the "zz Fort Worth Office" option in the "Preliminary" section's dropdown menu. Other options in the dropdown include "Lubbock, Room C106", "San Angelo Office", "San Angelo Rm 102A VIDEO", "San Angelo Rm 216 LIVE", "San Angelo Rm 312", "San Angelo Ron Mapel Ofc", "Wichita Falls, Rm 222", "Wichita Falls, Video Dkt Rm 208", "zz Amarillo Conf Rm", "zz Amarillo Rm 113", "zz Dallas, Judge Abramson Ctrm", "zz Dallas Judge McGuire Ctrm", "zz Fort Worth Office", "zz Fort Worth Rm 521", "zz Fort Worth Rm B12", "zz Wichita Falls, Library, 9th Flr", and "zz Wichita Falls, Rm 216B".

FIGURE 2

If you select a hearing location that is no longer in use (designated with a 'zz' prior to the hearing location), you will receive an error (see fig.3).

Error - The location you have selected is no longer in use. Please use the back button and select another location.

FIGURE 3

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing a notice of hearing

MOTION FOR RELIEF FROM STAY

A warning message has been added to this event, advising that if the motion for relief also contains a request for adequate protection, a separate filing must be submitted using the *Motion for Adequate Protection* event in addition to the *Motion for Relief* event (see fig.4).

If your motion contains a request for adequate protection, you must docket the event [Motion for Adequate Protection](#)

FIGURE 4

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing a motion for relief from stay that also includes a request for adequate protection

CHAPTER 11 PLAN MODIFICATION

This event has been modified to add a third selection when a Chapter 11 plan is filed in a case with an existing plan on file (see fig.5).

Are you filing an amended, competing, or modified Chapter 11 plan?

- Amended
- Competing
- Modified ←

FIGURE 5

You will no longer use the *Amended plan* event when changes are made to a Chapter 11 plan prior to confirmation.

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing a modification to a Chapter 11 plan prior to confirmation

This area left intentionally blank.

DOLLAR AMOUNTS FOR AMENDED SCHEDULES

The Schedules event has been modified to require that dollar amounts be entered when you file amendments to individual schedules (A, B, C, G, H, I and J) or to Schedules D, E and F together (see fig.6). This change will reduce the number of errors related to missing schedule amounts.

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

FIGURE 6

WHO WILL THIS CHANGE AFFECT? CM/ECF users filing amended schedules

LOCK OUT MESSAGE

We have added a warning message to CM/ECF that notifies filers who have been locked out of the system due to outstanding fees (see fig.7).

ECF Bankruptcy Ad

Bankruptcy Events

FILING FEES OUTSTANDING
[You must pay outstanding fees before filing with the court](#)

FIGURE 7

Additionally, filers receive an e-mail from the Court when their account is locked out advising that they must pay the outstanding fees before they can file any new pleadings.

This warning message will help eliminate confusion when a locked out filer logs in to CM/ECF and does not have any filing events available. Previously, filers were presented with a blank screen without any indication as to why there were no filing events available.

WHO WILL THIS CHANGE AFFECT? CM/ECF users with outstanding fees due

PROCEDURAL UPDATES & CHANGES

NON-CASH COLLATERAL

New procedures have been established for handling and processing non-cash collateral. A court order is required to accompany any non-cash collateral.

- 1) When collateral is received, the court will prepare a receipt. The receipt will contain a description to identify the collateral, but no dollar value will be assigned to the collateral.
- 2) The receipt will contain:
 - Case Number
 - Debtor's name
 - Name, address and phone number of individual delivering the collateral
 - Description of collateral
 - Date and signature of cashier
- 3) We will provide the original receipt to the remitter. You must present the original receipt when the collateral is to be returned.
- 4) A court order is required for the return of any collateral, along with the original receipt and a photo I.D.

TIPS & TRICKS

EMPLOYEE INCOME RECORDS

When a debtor is retired and is receiving Social Security income each month, the correct selection in the *Employee income records* event is 'Debtor is retired and received no regular income 60 days prior to petition date (see fig.8).

Select what you are filing from the list below.

- Debtor is filing copies of pay stubs from 60 days prior to petition date
- Debtor is unemployed and is unable to provide copies of pay stubs from 60 days prior to petition date
- Debtor is self-employed and is unable to provide copies of pay stubs from 60 days prior to petition date
- Employer did not provide pay stubs 60 days prior to petition date
- Debtor is retired and received no regular income 60 days prior to petition date ←

FIGURE 8

Social Security income is not considered to be 'regular' income, and therefore there is no need for an additional selection to be added to this list indicating that the debtor is receiving Social Security income.

WEBSITE UPDATES & CHANGES

FILING FEES

The [filing fees section of our website](#) has been updated to provide clarification regarding the court's certification and copy fees (see fig.9).

| Miscellaneous Fees | |
|--|---------|
| Amend Schedules (D, E, F) List of Creditors | \$26.00 |
| No fee is required to change the address of a listed creditor; or of an attorney for a creditor listed on the schedules or to add the name and address of an attorney for a listed creditor. | |
| Application for Admission Pro Hac Vice | \$25.00 |
| Electronic filers will be assessed this fee at the time of filing and required to pay via credit card. | |
| Non-electronic filers should make checks payable to Clerk, U.S. Bankruptcy Court. | |
| Certifications (documents to be certified by the court must be printed by the court at a cost of \$0.50 per page in addition to the certification fee) | \$9.00 |
| Copies per page (Court printed) | \$0.50 |
| Electronic copies per page (printed at a public terminal in the courthouse) | \$0.10 |
| Exemplification Certificate | \$18.00 |
| Filing or Indexing a Miscellaneous Paper (Issuance of Subpoena in | \$39.00 |

FIGURE 9