



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 Monday, July 14, 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.

Order Dismissing Chapter 13 Case for Failure to Provide Tax Return (PMR 1496)

A new order type and description (Order Dismissing Chapter 13 Case for Failure to Provide Tax Return) has been added to the **[Bankruptcy > Single and Batch Order Upload (E-Orders)]** (see Figure 1 & 2).

Single Order Upload

[88-88888-dml7 Douglas Leon Clark and Glenda Merriman Clark](#) **Converted** 10/02/2012

Related document number: 46

Related document description: Notice of deficiency

Order type

Hearing date  

Figure 1

Batch Order Upload

Order type

Order description

Hearing date 

Case number(s)

Figure 2

Trustee's Notice of Creditor's Change of Payment Address (PMR 1503)

A new Trustee event has been created (Trustee's Notice of Creditor's Change of Payment Address) **[Bankruptcy > Trustee/US Trustee > Trustee's Notice of Creditor's Change of Payment Address]**. The event may be used upon the Chapter 13 Trustee receiving a payment address change from a creditor. Payment address changes with the Trustee office do not affect the address on file with the court (see Figure 3, 4, & 5).

Trustee action:

[88-88888-dml7 Douglas Leon Clark and Glenda Merriman Clark](#) **Converted** 10/02/2012

Type: bk Chapter: 7 v Office: 4 (Ft. Worth)
Assets: y Judge: dml Case Flag: SEALEDEXH

[Summary](#) [History](#)

Available Events (click to select an event)

- Transfer case out of district
- Trustee's certification of mortgage arrears
- Trustee's generic motion
- Trustee's notice of additional claims filed
- Trustee's notice of certification of plan payment completion
- Trustee's notice of creditor's change of payment address**
- Trustee's recommendation concerning claims/plan

Figure 3

Trustee action:

[88-88888-dml7 Douglas Leon Clark and Glenda Merriman Clark](#) **Converted** 10/02/2012

Type: bk Chapter: 7 v Office: 4 (Ft. Worth)
Assets: y Judge: dml Case Flag: SEALEDEXH

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#)

Whose Address? |

Figure 4

Trustee action:

[88-88888-dml7 Douglas Leon Clark and Glenda Merriman Clark](#) **Converted** 10/02/2012

Type: bk Chapter: 7 v Office: 4 (Ft. Worth)
Assets: y Judge: dml Case Flag: SEALEDEXH

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#)

Trustee's notice of creditor's change of payment address for Bank of America.
(Sauer, K.)

Figure 5

Form Updates

This section includes information regarding changes to Local Bankruptcy Forms.

Notice of Deficiency (PMR 1498)

BTXN036 - Notice of Deficiency form has been modified to include the date the notice is generated (see Figure 6).

BTXN 036 (rev. 07/14)

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS

In Re:
TXNB INTERNAL CASE

Debtor(s)

§
§
§
§
§

Case No.: 88-88888-sgj7
Chapter No.: 7

Date of Notice: June 25, 2014

NOTICE OF DEFICIENCY

Notice is hereby given to the Debtor(s) that the Original Petition and/or Other Document(s) filed is/are deficient for one or more of the following reasons:

- A mailing matrix containing an alphabetical listing of all creditors, was not filed with the petition as required by N.D. TX L.B.R. 1007-1(a). The mailing matrix must be filed **within 48 hours** of the date of this notice.
- Tax ID Number must be provided **within 48 hours** of the date of this notice.

Figure 6

Notice of Deficiency Re: Conversion of Case (PMR 1502)

BTXN035a - Notice of Deficiency Re: Conversion of Case form has been modified to remove the text regarding the date the notice of conversion was filed (see Figure 7).

BTXN 035a (rev. 07/14)

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS

In Re:
TXNB INTERNAL CASE

Debtor(s)

§
§
§
§
§

Case No.: 88-88888-sgj7
Chapter No.: 7

**NOTICE OF DEFICIENCY
RE: CONVERSION OF CASE**

On 06/25/2014, an Order Converting Case was entered in this case.

Pursuant to the Federal Rules of Bankruptcy Procedure 1019(1)(A), the Debtor(s) must file with the Court all required documents within 14 days after entry of the Order Converting Case unless otherwise noted below. The Debtor(s) is hereby directed to file the following with the Court.

- Creditor Mailing Matrix (Due within 7 days per LBR 1007-1(a))

Figure 7

Tips & Tricks

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

Schedule I & J

The updated Schedules I & J dated 12/2013 include the addition of a check box for "A supplement showing post-petition chapter 13 income as of the following date". Our district has opted not to utilize the option for the filing of supplemental schedules, and there is not an active event to docket these filings. The only schedules which should be filed are either the original schedules or amended schedules. Any Schedule I or Schedule J filed as a supplement will be marked as an incorrect entry.