



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, August 26, 2019.

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CM/ECF Changes & Updates

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

Notice of Deficiency

The event **Bankruptcy > Court Events > Notice of deficiency** has been modified. The following deficiencies have been added to the event. Declaration About an Individual Debtor's Schedules (Official Form 106Dec) and Declaration Under Penalty of Perjury for Non-Individual Debtors (Official Form 202).

The Declaration About an Individual Debtor's Schedules (Official Form 106Dec) and Declaration Under Penalty of Perjury for Non-Individual Debtors (Official Form 202) are required forms. If the document is not filed, the case shall be dismissed. Forms BTXN169-Declaration for Individual Debtor & BTXN171-Declaration for Non-Individual Debtors have been removed from our website. Filers must use National Forms Official Form 106Dec & Official Form 202. When filing schedules after case opening or amending schedules, Official Form 106Dec or 202 must accompany the schedules or the filing will not satisfy the deficiency and will be marked as an incorrect entry.

Form Updates

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

BTXN060 Order Dismissing Case

The Order Dismissing case has the "Attorney Fee Disclosure within 14 days of the date of the filing of the Petition" option removed from the form as we do not dismiss cases when this form is not filed.