



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, August 3, 2015.**

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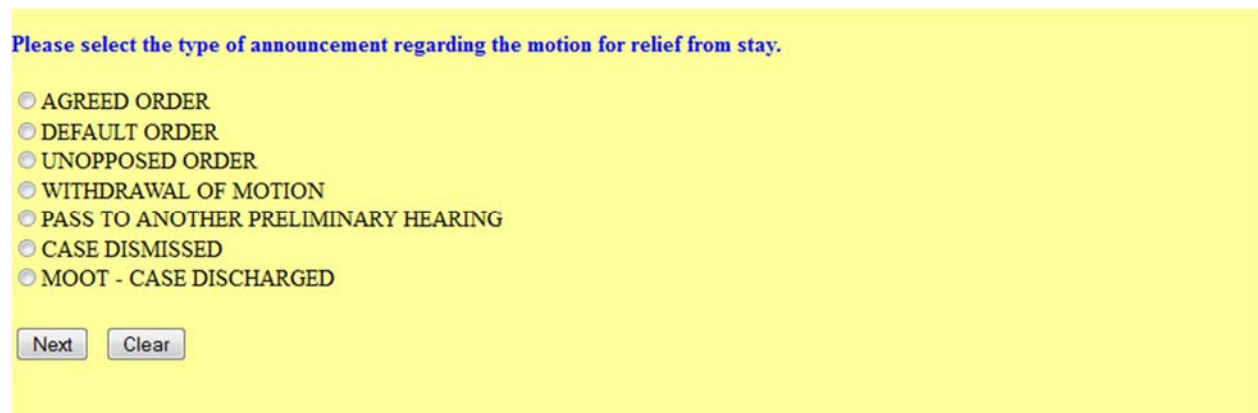


## ECF Changes & Updates

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

### Notice of Announcement Regarding Lift Stay Motion

The event [Bankruptcy > Notices > Notice of Announcement Regarding Lift Stay Motion] has been modified. Two options have been added, CASE DISMISSED and MOOT - CASE DISCHARGED. The option CASE DISMISSED may only be docketed in a dismissed case. The remaining options may be docketed in cases that are not dismissed. See Figure 1.



Please select the type of announcement regarding the motion for relief from stay.

- AGREED ORDER
- DEFAULT ORDER
- UNOPPOSED ORDER
- WITHDRAWAL OF MOTION
- PASS TO ANOTHER PRELIMINARY HEARING
- CASE DISMISSED
- MOOT - CASE DISCHARGED

Next Clear

Figure 1

## Tips & Tricks

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

### Proof of Claim and the Claims Agent flag

Filers are reminded not to docket a proof of claim in a case where a claims agent has been appointed. The claim should be submitted directly to the company serving as the claims agent. The CLAIMS AGENT flag is set on a case when an order granting an application to employ a claims agent is entered. The flag serves as a visual reminder that a claims agent exists for the case. Prior to docketing a claim in a chapter 11 case, review the Docket Report or Case Summary to see if the Claims Agent flag is present on the case.