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These events and procedures will become effective on **Monday, September 20, 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/>

ANNOUNCEMENTS

CLERK'S OFFICE CLOSINGS

The United States Bankruptcy Court Clerk's Office for the Northern District of Texas will be closed for a district-wide meeting on Friday, September 24, 2010, as follows:

Amarillo Division	Closed All Day
Dallas Division	Closed 10 a.m. -5 p.m.
Fort Worth Division	Closed All Day
Lubbock Division	Closed All Day

The Clerk's Office will also be closed on Monday, October 11, 2010 to observe the Columbus Day holiday.

The closing of the Clerk's office will not affect the court's electronic filing system, which will remain available during this time.

CM/ECF UPDATES & CHANGES

MOTION TO EXTEND/SHORTEN TIME EVENT

This event has been modified to add an option for extending or shortening the amount of time to file new case deficiencies or schedules (see fig.).

What deadline are you requesting to extend or shorten?

- extend time to appeal - Rule 8002c
- extend or limit the exclusivity period
- extend time to file schedules or new case deficiencies, excluding matrix
- extend - other
- shorten - other

Next Clear

This selection will not populate an objection deadline, which often fell after the requested extension.

WHO WILL THIS CHANGE AFFECT? CM/ECF requesting additional time to file schedules or other case deficiencies

DEACTIVATED EVENTS

The following obsolete events have been deactivated:

Notice to forfeit unclaimed funds [**notice/ntcfunfd** and **notice/ntcfubat**]

WHO WILL THIS CHANGE AFFECT? All CM/ECF users

TIPS & TRICKS

NOTICE OF HEARING

Every notice of hearing docket entry needs to be related to the corresponding motion or other applicable document. Verify your notice of hearing docket entry for correct linkage before submitting the entry.

When relating your notice of hearing to a motion that has been amended, ensure that you link your notice to the amended motion, not the original motion entry.

SETTING INCORRECT MOTION ON JUDGE'S CALENDAR

When filing a notice of hearing once your request for expedited hearing has been granted, relate the notice of hearing entry to the matter being considered at the hearing. For example, if you file a motion to impose automatic stay and request an expedited hearing which is subsequently granted, relate the expedited notice of hearing entry to the motion to impose automatic stay. This sets the motion to impose automatic stay on the judge's calendar instead of incorrectly setting the motion for expedited hearing.

ENTRY OF INCORRECT HEARING DATE, TIME AND/OR LOCATION INFORMATION

Before filing your notice of hearing entry, ensure the hearing date, time and location are correct within your document. Prior to submitting your notice of hearing in CM/ECF, ensure that the hearing date, time and location entered in ECF matches the information contained within your notice of hearing document. It is important that this information is accurate as it is being provided to case participants. Entering an incorrect hearing location can place the hearing on a judge's calendar that is not the judge assigned to the case.

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