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These events and procedures will become effective on **Monday, August 8, 2011**, the *Go Live* date.

Please feel free to contact the ECF Help Desk at (800) 442-6850 if you have any questions or need assistance docketing any events. The Court's FAQ website is <http://www.txnb.uscourts.gov/help>. 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 July 29, 2011

TIPS & TRICKS

For each new docket entry and every new case filed, we have a dedicated team who reviews the entries for accuracy. When docketing errors are identified, they are logged into a database which is reviewed monthly for error trends. Consistently each month, the majority of errors are incurred during the filing of new cases and docketing of debtor's schedules A through J. We have identified common errors within these events and you will often find Tips & Tricks on how to avoid the errors contained within the GoLive Guides distributed to you periodically. When filing new cases or docketing the schedule events, verify the dollar amount entered matches the dollar amount on the PDF copy of the schedule(s). Other common errors made during new case filing are the failure to enter alias names for the debtor and incorrect entries for the debtor's name, address, county of residence, status of prior filing, and estimated assets, liabilities and creditors. We ask that you please proof the information entered for accuracy before submitting the new case for filing.

EXPEDITED HEARINGS

To request an expedited hearing, you must file a separate motion for expedited hearing in addition to the motion that you want heard on an expedited basis. For your convenience, form motions for expedited hearing are available on our website at http://www.txnb.uscourts.gov/forms/motion_expedited_hearing.php for bankruptcy cases and http://www.txnb.uscourts.gov/forms/motion_expedited_hearing_adv.php for adversary cases.

These motions should be filed in CM/ECF using the Expedite hearing event [Bankruptcy/Adversary → Motions/Applications → Expedite hearing].

When filing your motion for expedited hearing, please be sure to:

- Clearly state in your motion why an expedited hearing is necessary.
- Include a certificate of conference with applicable parties and indicate their position(s).
- Notify the Courtroom Deputy for the judge assigned to the case by email and include a time estimate for the hearing.
- Upload a proposed order regarding the motion for expedited hearing. Form orders (in this case, BTXN146a) are available on our website at <http://www.txnb.uscourts.gov/Articles/Reference-Library/Forms> under the Bankruptcy Forms heading.

The Courtroom Deputy will contact you with setting instructions once the court has made a decision regarding your motion for expedited hearing.

ADVERSARY PROCEEDINGS

The correct case number for filing an Adversary Proceeding NOT related to a case in our district is 88-88888. Please use this case number when filing this type of action. The Adversary Case opening event will no longer allow you to enter case number 99-99999 as the related case number, as this case is reserved for internal court use.

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CM/ECF UPDATES & CHANGES

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

SUBPOENA EVENT

The *Subpoena* event [**Bankruptcy/Adversary** → **Miscellaneous** → **Subpoena**] has been modified to prompt you to enter the name of the party that the subpoena is being served upon (fig. 1). The name that you enter will be automatically populated into the docket text (fig. 2).

Miscellaneous:
[10-30001-bjh7 Bob Smith](#)
Type: bk Chapter: 7
Assets: y Judge: bjh

Enter the party being subpoenaed

FIGURE 1

Miscellaneous:
[10-30001-bjh7 Bob Smith](#)
Type: bk Chapter: 7 v Office: 3 (Da
Assets: y Judge: bjh Case Flag: F

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

Subpoena on John Doe filed by Creditor GMAC . (Dillow, Eric)

FIGURE 2