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These events and procedures will become effective on **Monday, March 14, 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. 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 March 4, 2011

## TIPS & TRICKS

This section includes information that will help you reduce CM/ECF filing errors and provides guidance on common mistakes made during CM/ECF filing.

### REVIEWING .PDF DOCUMENTS IN CM/ECF

There have been limited occurrences of CM/ECF docket text not matching the information provided in the corresponding .PDF document. Although rare, please remember that the information contained within the document attached to the docket entry supersedes the CM/ECF docket text. Always remember to review the .PDF document, and if you find that the information contained in the document does not match the docket text, please contact our office for guidance or corrections.

### OBJECTION DEADLINES

When you docket a CM/ECF event that prompts you for an objection deadline, make sure that the deadline you enter in CM/ECF matches exactly with the objection deadline contained within your .PDF document. If your document does not contain an objection deadline, you must delete the objection deadline in CM/ECF before you continue filing.

### ENTERING ADDRESSES FOR NEW PETITIONS

When a mailing address is listed on the bankruptcy petition, you must enter that address (**not** the street address) in CM/ECF when you open the new case (fig. 1).

The screenshot shows the 'Debtor Information' form in CM/ECF. The form is yellow and contains various input fields. A red rectangular box highlights the 'Address 1' field, which contains '1234 Mailing Address', and the 'Address 2' field, which is empty. Other fields include 'Last name' (Sample), 'First name' (Debtor), 'SSN / ITIN' (111-12-1234, 222-11-1234), 'Tax ID / EIN' (11-2222222), 'City' (Dallas), 'State' (TX), 'Zip' (75000), 'Phone' (214-555-1213), 'Fax' (214-555-9987), and 'Party text'. A red callout box with a white background and black border contains the text: 'If the mailing address differs from the street address, you MUST enter the mailing address when you add the debtor in CM/ECF.' Below the form, there are buttons for 'Attorney...', 'Alias...', 'Corporate parent / affiliate...', 'Review...', 'Submit', 'Cancel', and 'Clear'. A red text note at the bottom right of the form area reads: 'Add all attorneys, aliases and corporate parents or affiliates before clicking the Submit button.'

FIGURE 1

## PAYING BY CHECK

When paying filing fees with a firm check, money order or cashier's check, the check must be made payable to: Clerk, U.S. Bankruptcy Court. Form BTXN106 has been modified to reflect this correct payee information.

As a reminder, the Clerk's Office does not accept personal checks from *pro se* Debtors.

## CREDITOR MATRIX

Pursuant to L.B.R. 1007-1(a) and L.B.R. 1009-1(a), an acceptable creditor matrix **must** contain at least one creditor; otherwise it is deficient. The debtor, joint debtor, debtor's attorney, and trustee are **not** considered creditors. A creditor is defined as a person to whom or business to which the debtor owes money or that claims to be owed money by the debtor.

## CM/ECF UPDATES & CHANGES

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

## SCHEDULES EVENT

This event [**Schedules/Statements/New Case Deficiencies → Schedules**] has been modified to add a selection for the Summary of Schedules with Statistical Summary only (see fig. 2) on cases that relate to a notice of conversion.

Please select which schedules you are amending below

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Summary and Statistical Summary of Schedules

Next Clear

FIGURE 2

This applies when you select 'Yes' when asked if the schedules relate to an order or notice of conversion (fig. 3).

Are these schedules regarding an order or notice of conversion (Rule 1019)?

- Yes
- No

FIGURE 3

## MOTION TO OBJECT RE: A PREVIOUS DISCHARGE

This event [**Motions/Applications → Object re: a previous discharge**] has been modified in accordance with 11 U.S.C. §727(a)(8) and Fed. R. Bankr. P. 4004(d) to better reflect that the objection is to the current discharge but relates to the debtor having already received a discharge in a recent case. The docket text for this event has been modified to read *Motion to object to dischargeability regarding a previous discharge*.

## WEBSITE AND FORMS UPDATES

*This section includes information regarding changes to our website, including links, forms and menu options.*

## BTXN056 – CHAPTER 11 POST-CONFIRMATION ORDER

This form has been modified to remove the paragraph that instructs the parties to file a post-confirmation report (fig. 4).

### CHAPTER 11 POST-CONFIRMATION ORDER

The Court entered an order confirming a plan in this case. Pursuant to 11 U.S.C. §1106(a)(7) and Bankruptcy Rule 3022, to provide a schedule for final action in this case, it is therefore

**ORDERED** that all applications for the award of compensation or expenses, if any, for professional persons in this case and motions for administrative expenses, if any, shall be filed and served within 60 days after entry of this order, unless the confirmation order or plan provides otherwise. Objections to any application or motion must be filed within 21 days of service, and it is further

**ORDERED** that objections to claims, if any, shall be filed and served within 60 days after entry of this order, unless the confirmation order or plan provides otherwise. Responses to the objections must be filed within 30 days of service, and it is further

**ORDERED** that the Debtor(s) or plan proponent(s) shall obtain settings for hearings on all applications for the award of compensation or expenses and motions for administrative expenses, and, consistent with the notice requirements of Bankruptcy Rule 3007, to determine objections to claims, and it is further

~~**ORDERED** that, within 21 days after the hearings described in the previous paragraph, a post-confirmation report shall be filed by the party responsible for distribution under the plan, and it is further~~

**ORDERED** that the Debtor(s), plan proponent(s), or other responsible party, after substantial consummation as defined under 11 U.S.C. §1101(2), shall file an application for final decree, and it is further

**ORDERED** that if the application for final decree is not filed within 180 days of the entry of this Order, a status conference will be held on March 14, 2011, at 10:00

FIGURE 4

## BTXN097 – WRIT OF EXECUTION

This form has been modified to include Form B264, which contains instructions relating to Form BTXN097.

## NEW FORM: BTXN212 – CERTIFIED COPIES REQUEST FORM

We have created a new form that allows you to request certified copies of Court documents. This new form, BTXN212, is available in the Forms section of our website, under the Request Forms heading.

In response to this new form, Form BTXN085 has been modified to remove the certification section. Therefore, if you are requesting certified copies of Court documents, you will use BTXN212; if you are requesting copies that do not need our certification, continue to use Form BTXN085.

## FILLABLE .PDF NATIONAL FORMS

The following national forms are available in fillable .PDF format on our website:

- B250A - Summons in an Adversary Proceeding
- B250E - Summons to Debtor in Involuntary Case
- B254 - Subpoena for Rule 2004 Examination
- B255 - Subpoena in an Adversary Proceeding
- B256 - Subpoena in a Case Under the Bankruptcy Proceeding