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These events and procedures will become effective on **Monday, May2, 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 April 22, 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.

### CASE OPENING: PRIOR FILINGS

When filing a new case it is important to correctly indicate the prior filing status of debtors and joint debtors. Select "yes" if the debtor or joint debtor has filed a bankruptcy case within eight (8) years prior to the current case being filed. Select "no" if the debtor or joint debtor has not filed a bankruptcy case within the prior eight (8) years (fig. 1).

**File a New Bankruptcy Case**

Prior filing within last 8 years

Fee status

Nature of debt

Asset notice

Estimated number of creditors

Estimated assets

Estimated liabilities

**Type of debtor**

- Individual
- Corporation (includes LLC & LLP)
- Partnership
- Other

**Nature of business**

- Health Care Business
- Single Asset Real Estate
- Railroad
- Stockbroker
- Commodity Broker
- Clearing Bank
- Other
- Tax-Exempt Entity

FIGURE 1

### NOTICE OF HEARING EVENT

It is important to ensure that the information you enter in CM/ECF when filing a Notice of Hearing matches the hearing information contained within the .PDF version of your document. This includes the entry of the date, time, a.m. or p.m. designation and hearing location. When this information does not match, it creates confusion for parties and Court staff viewing the docket sheet and your Notice of Hearing document.

## NOTICE OF APPEARANCE EVENT

When you are filing a Notice of Appearance and Request for Notice on behalf of multiple parties, you must select the 'Add/Create New Party' link (see fig. 2) and **add each creditor that you represent separately**. Multiple creditors may not be entered into the same party record. Once you have added each party individually, you may press the CTRL key and click each party that you represent in the Select the Party list (fig. 3), then click next to complete your filing.

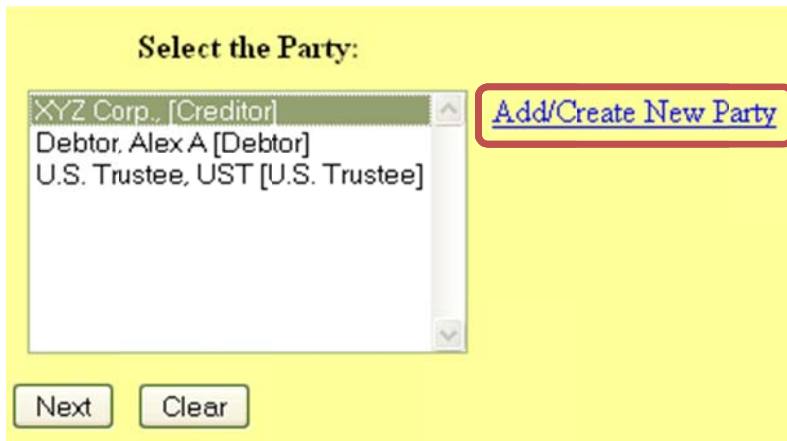


FIGURE 2

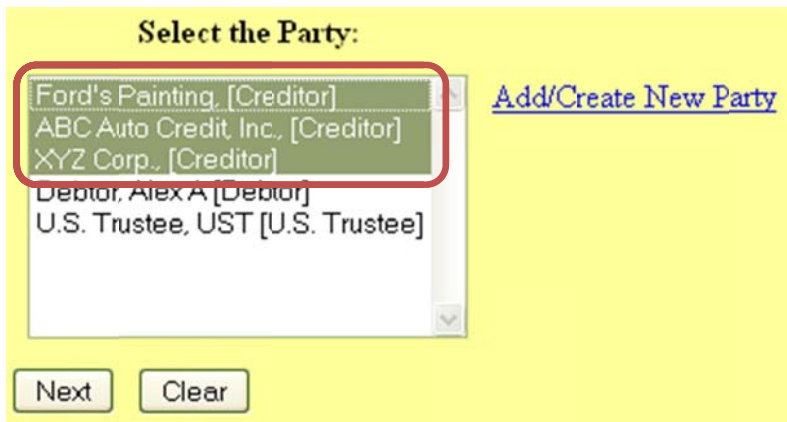


FIGURE 3

## CM/ECF UPDATES & CHANGES

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

### WITHDRAWAL EVENT

The *Withdrawal* event [**Miscellaneous → Withdrawal**] event has been modified to allow you to link to the *Certificate concerning tax returns* [**Miscellaneous → Certificate concerning tax returns**] event.

## MOTIONS FOR JOINT ADMINISTRATION OR CONSOLIDATION

These events [**Motions/Applications → Joint administration**] and [**Motions/Applications → Consolidate**] have been modified to add the following warning message (fig. 4):

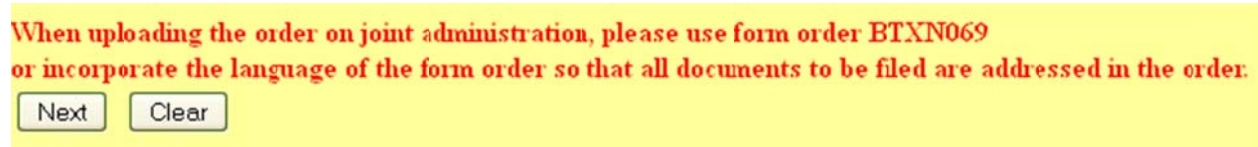


FIGURE 4

This form is located on our external website in the Forms section.

## CASE OPENING, AMENDED PETITIONS AND EXIGENT CIRCUMSTANCES REGARDING OR EXEMPTION FROM CREDIT COUNSELING

The voluntary petition [**Bankruptcy → File New Bankruptcy Case**] and amended petition [**Bankruptcy → Miscellaneous → Amended petition**] events in CM/ECF have been modified to display a screen that asks you to designate which box has been selected on Exhibit D (see fig. 5). Please ensure that you select the appropriate radio button, as this screen helps the Court track cases in which the debtor has exigent circumstances regarding or an exemption from the credit counseling requirements.

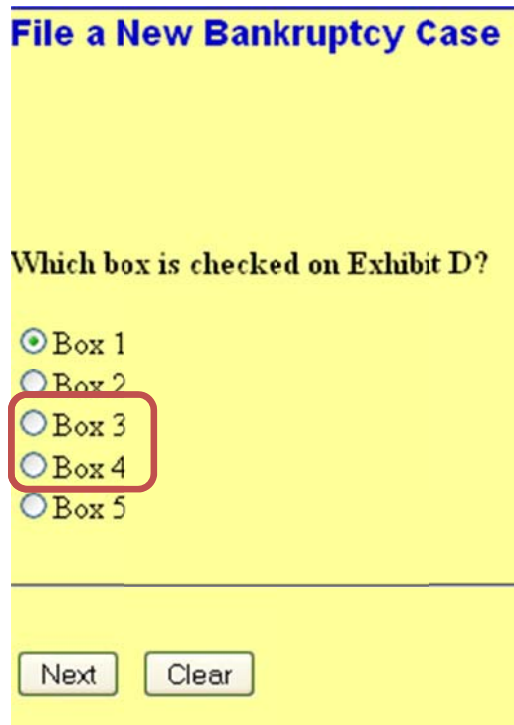


FIGURE 5

## CERTIFICATE OF SERVICE EVENT

This event [**Miscellaneous → Certificate of service**] has been modified to require linkage to an existing CM/ECF docket entry that is being served.

## **WEBSITE AND FORMS UPDATES**

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

### **BTXN180 – MOTION TO FILE UNDER SEAL PENDING**

This form has been removed from our website as it is no longer in use pursuant to our current sealed documents procedure, which is detailed in the Procedural Updates section of the November 8, 2010 GoLive Guide.