



This guide contains information regarding changes to CM/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, October 31, 2016.

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CM/ECF Changes & Updates

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

Self Service Password Reset

Filers now have the ability to reset their own password by using a link found on the log in screen in ECF (see Figure 1). Any registered user whose e-mail address is distinct (not associated with multiple filing accounts) within ECF may now request an e-mail containing a link to reset their own password.

A screenshot of the ECF login interface. At the top, a yellow banner contains the text "Forgot Your CM/ECF Password? Click [here](#)" with a red arrow pointing to the "here" link. Below this is a grey box titled "Authentication" containing three input fields: "Login:", "Password:", and "Client code:". To the right of these fields, the text "IMPORTANT 9037. This rec" is visible, along with a checkbox labeled "I understand". At the bottom of the grey box are two buttons: "Login" and "Clear".

Figure 1

Chapter 13 Plan

While docketing the event **Bankruptcy Events > Plan > Chapter 13 Plan** the question, "Are objections to claims included in your PDF?" is presented with the default answer set to "No". There will no longer be a default answer selected and an answer will now be required from the filer.

Trustee's Motion to Amend Order Approving Debtor's Modified Plan

New event found under **Bankruptcy Events > Trustee/US Trustee > Trustee's motion to amend order approving debtor's modified plan** has been created.

Trustee's Motion to Amend Order Approving TRCC, Objections to Claims, and Plan Modification

New event found under **Bankruptcy Events > Trustee/US Trustee > Trustee's motion to amend order approving TRCC, objections to claims, and plan modification** has been created.

Reply Event and Linkage to Response to Notice of Final Cure Payment

The events **Bankruptcy > Response/Objection/Reply to Response > Reply** will now allow linkage to the event **Response to Notice of Final Cure Payment**.

List (witness/exhibit/generic) Event and Linkage to Objection to Homestead Exemption

The events **Bankruptcy Events > Miscellaneous > List (witness/exhibit/generic)** will now allow linkage to the event **Objection to Homestead Exemption**.

Amended Petition Event and Linkage to Order Transferring Case

The event **Bankruptcy Events > Miscellaneous > Amended petition** will now allow linkage to the event **Order Transferring Case**. On occasion a debtor will need to file an amended petition in a case that has been transferred to our district from another district, but the original petition event has not been docketed in the TXNB case.

Tips and Tricks

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

Filing Schedule J-2

Schedule J-2 (*Expenses for Separate Household of Debtor 2*) is only required to be filed in joint debtor cases and the debtors maintain separate households. The text "Joint Cases Only" has been added next to the Schedule J-2 selection in the **Schedules** event to help remind filers of this requirement.

Removal of Event Authorization for Preconfirmation Disbursement

The event **Authorization for Preconfirmation Disbursement** has been removed and is no longer available for docketing. This event has been replaced by the new event **Bankruptcy Events > Miscellaneous > Authorization for adequate protection disbursement** related to the conduit mortgage program.