

This guide contains information regarding changes to 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 Tuesday, May 27, 2014.

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REMINDER: Clerk's Notice, 14-03, Regarding Amendments to the Bankruptcy Court Miscellaneous Fee Schedule

Amendments to the Bankruptcy Court Miscellaneous Fee Schedule

Effective June 1, 2014, The Judicial Conference of the United States approved amendments to the Bankruptcy Court Miscellaneous Fee Schedule. Please review the <u>Clerk's Notice, 14-03 Regarding Amendments to the Bankruptcy</u> Court Miscellaneous Fee Schedule located on our website for more information.

ECF Changes & Updates

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

Creditor Matrix and Schedules

The Creditor Matrix and Schedules events ([Bankruptcy > Schedules/Statements/New Case Deficiencies > Matrix] and [Bankruptcy > Schedules/Statements/New Case Deficiencies > Schedules]) have been modified. Filers are unable to docket these events in CLOSED cases (see Figure 1).



Figure 1

Notice of Appearance

The Notice of Appearance events ([Bankruptcy > Notices > Notice of Appearance and Request for Notice] and [Adversary > Notices > Notice of Appearance and Request for Notice]) have been modified. The ability to add creditors to the mailing matrix has been removed from the event and the prompt has been modified to remind filers that if the Notice of Appearance is filed on behalf of a creditor not previously listed on the matrix, to add the address via Creditor Maintenance within the Bankruptcy menu (see Figure 2).

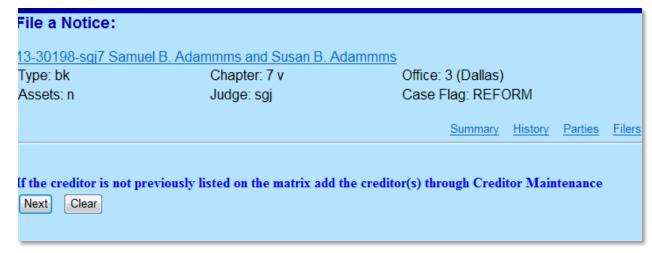


Figure 2

Motion to Dismiss/Withdraw Document

The Motion Dismiss/Withdraw Document ([Bankruptcy to events **Motions/Applications** Withdraw Document] [Adversary > and Motions/Applications > Withdraw Document]) have been modified. The titles of these events have been changed from Dismiss/Withdraw Document to Withdraw Document (see Figure 3).



Figure 3