

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 Monday, July 14, 2014.

ECF Changes & Updates	2
Order Dismissing Chapter 13 Case for Failure to Provide Tax Return (PMR 149	
Trustee's Notice of Creditor's Change of Payment Address (PMR 1503)	2
Form Updates	4
Notice of Deficiency (PMR 1498)	4
Notice of Deficiency Re: Conversion of Case (PMR 1502)	4
Tips & Tricks	5
Schedule I & J	5



ECF Changes & Updates

Figure 2

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

Order Dismissing Chapter 13 Case for Failure to Provide Tax Return (PMR 1496)

A new order type and description (Order Dismissing Chapter 13 Case for Failure to Provide Tax Return) has been added to the [Bankruptcy > Single and Batch Order Upload (E-Orders)] (see Figure 1 & 2).

Single Order Upload		
88-88888-dml7 Douglas Leon Clark and Glenda Merriman Clark Converted 10/02/2012		
Related document number: 46 Related document description: Notice of deficiency		
Order type Order Dis	smissing Chapter 13 Case for Failure to Provide Tax Return, ▼	
Hearing date		
Next Clear		
Figure 1		
Batch Order Upload		
Order type	Order Dismissing Chapter 13 Case for Failure to Provide Tax Return ▼	
Order description	Order Dismissing Chapter 13 Case for Failure to Provide Tax Return ▼	
Hearing date		
Case number(s)	.di	
Next Clear		

Trustee's Notice of Creditor's Change of Payment Address (PMR 1503)

A new Trustee event has been created (Trustee's Notice of Creditor's Change of Payment Address) [Bankruptcy > Trustee/US Trustee > Trustee's Notice of Creditor's Change of Payment Address]. The event may be used upon the Chapter 13 Trustee receiving a payment address change from a creditor. Payment address changes with the Trustee office do not affect the address on file with the court (see Figure 3, 4, & 5).

Trustee action: 88-88888-dml7 Douglas Leon Clark and Glenda Merriman Clark Converted 10/02/2012 Chapter: 7 v Office: 4 (Ft. Worth) Type: bk Assets: y Judge: dml Case Flag: SEALEDEXH Summary History Available Events (click to select an event) Transfer case out of district Trustee's certification of mortgage arrears Trustee's generic motion Trustee's notice of additional claims filed Trustee's notice of certification of plan payment completion Trustee's notice of creditor's change of payment address Tructoo's recommendation concerning claims/plan Figure 3 Trustee action: 88-88888-dml7 Douglas Leon Clark and Glenda Merriman Clark Converted 10/02/2012 Type: bk Chapter: 7 v Office: 4 (Ft. Worth) Judge: dml Assets: y Case Flag: SEALEDEXH Summary History Parties Filers Docket Sheet Whose Address? Next Clear Figure 4 Trustee action: 88-8888-dml7 Douglas Leon Clark and Glenda Merriman Clark Converted 10/02/2012 Chapter: 7 v Office: 4 (Ft. Worth) Type: bk Assets: y Judge: dml Case Flag: SEALEDEXH Summary History Parties Trustee's notice of creditor's change of payment address for Bank of America. (Sauer, K.)

Figure 5

Form Updates

This section includes information regarding changes to Local Bankruptcy Forms.

Notice of Deficiency (PMR 1498)

BTXN036 - Notice of Deficiency form has been modified to include the date the notice is generated (see Figure 6).

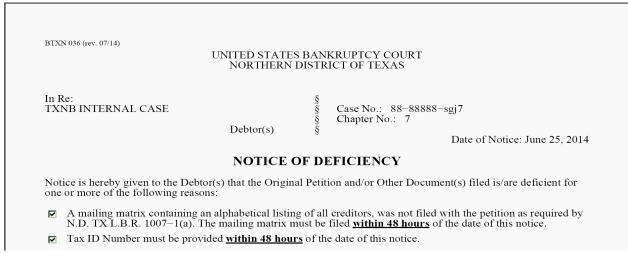


Figure 6

Notice of Deficiency Re: Conversion of Case (PMR 1502)

BTXN035a - Notice of Deficiency Re: Conversion of Case form has been modified to remove the text regarding the date the notice of conversion was filed (see Figure 7).

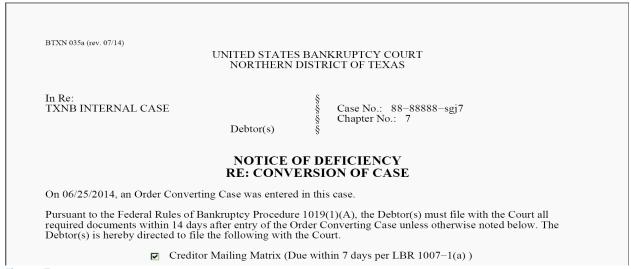


Figure 7

Tips & Tricks

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

Schedule I & J

The updated Schedules I & J dated 12/2013 include the addition of a check box for "A supplement showing post-petition chapter 13 income as of the following date". Our district has opted not to utilize the option for the filing of supplemental schedules, and there is not an active event to docket these filings. The only schedules which should be filed are either the original schedules or amended schedules. Any Schedule I or Schedule J filed as a supplement will be marked as an incorrect entry.