



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, August 13, 2018.

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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.

Request for transcript

The event **Bankruptcy > Court Events > Request for transcript** has been modified. The Judicial Conference approved a new 3-day transcript delivery category, defined as “a transcript to be delivered within 3 calendar days after receipt of an order”. The event has been updated to include this 3 day option as a selection when docketing the event. See figure 1.

Please select a turnaround time

- ordinary 30 day
- 3-day expedited ←
- 7-day expedited
- 14-day expedited
- daily
- hourly

Next Clear

Figure 1

Form BTXN191 has been updated on our website.

Tips & Tricks

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

Notice of transfer of servicing or name change

This event is only used when the servicer's name or address (where the payments are to be sent by the trustee), for the creditor changes. Please make sure only servicing is changing, if the creditor is changing, the wrong event is being used. The notice of assignment of claim event should be used for a creditor change.