



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, August 22, 2016.

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ECF Changes & Updates

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

Motion to Quash

The event [**Bankruptcy > Motions/Applications > Quash**] and [**Adversary > Motions > Quash**] has been modified to allow optional linkage to an existing document (see Figure 1). Often motions to quash are filed relating to items that are not on the court's docket (e.g. subpoenas).

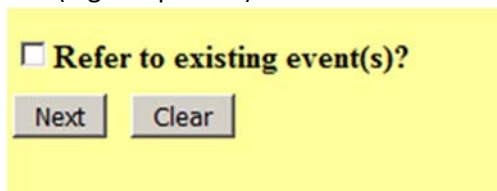
A screenshot of a yellow rectangular form element. At the top, there is a checkbox followed by the text "Refer to existing event(s)". Below this, there are two buttons: "Next" on the left and "Clear" on the right.

Figure 1

Tips & Tricks

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

Increased Maximum File Size Limit for ECF Documents

The maximum file size for PDF documents that may be uploaded into ECF has been increased from 5MB to 25MB. This will allow for the filing of larger documents without the need to segment a single file into multiple files.