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These events and procedures will become effective on **Tuesday, January 18, 2010**, the *Go Live* date.

Please feel free to contact the ECF Help Desk at (800) 442-6850 if you have any questions or need assistance docketing any events. Filing resources, including Federal and Local Rules, the ECF User Manual and online help can be found on the Court's website: <http://www.txnb.uscourts.gov/>

ANNOUNCEMENTS

CLERK'S OFFICE CLOSINGS

The Clerk's Office will be closed on Monday, January 17, 2011 to observe Martin Luther King, Jr. Day.

The closing of the Clerk's office will not affect the court's electronic filing system, which will remain available during this time. For emergency filings, please refer to our Emergency Filing Procedures located on our website.

CM/ECF UPDATES & CHANGES

MOTION TO ASSUME/REJECT LEASE

This event [**Motions** → **Assume/Reject**] has been modified to notify you that motions to assume are governed by L.B.R. 9014-1, but motions to reject are not. If either of the 'Assume' radio buttons are selected (see fig. 1), a warning will appear (see fig. 2).

What are you requesting to assume or reject? *(Choose from one of the selections below)*

Assume executory contract or unexpired lease

Reject executory contract or unexpired lease

Assume - Other

Reject - Other

FIGURE 1

Per General Order 2010-03, the pleading you are filing is governed by L.B.R. 9014-1. Therefore, you must either

(1) request that the court order a response to your pleading or

(2) obtain a setting and file a notice of hearing.

See [General Order 2005-01](#) for more information.

Next Clear

FIGURE 2

If you select the 'Reject - Other' radio button, the next screen will ask you to describe what is being rejected (see fig. 3), and after you click Next, you will be prompted to enter an objection due date (see fig. 4, next page) before you review the final docket text.

What are you rejecting?

Next Clear

FIGURE 3

Please ensure the following before entering a date below:
1 - Your PDF contains an objection date
2 - The objection date in your PDF matches what you enter below

Objection Deadline


Objection due date: 

FIGURE 4

If you select the 'Reject executory contract or unexpired lease' radio button, you will proceed directly to the final review of the docket text and you may complete your filing.

MOTION FOR FINAL DECREE EVENT

This event [**Motions/Applications** → **Final decree**] has been modified to notify you that negative notice language is required (see fig. 5). The event also prompts you to enter the objection due date.

You may set a deadline below if your motion includes negative notice language and you believe the motion is unopposed.

Please ensure the following before entering a date below:
1 - Your PDF contains an objection date
2 - The objection date in your PDF matches what you enter below

Objection Deadline


Objection due date: 

FIGURE 5

DEACTIVATED EVENT

The following event has been deactivated in CM/ECF due to minimal usage, becoming obsolete, and/or non-use:

Post-confirmation report – Deactivated pursuant to a request by the United States Trustee.

NOTICE OF DEFICIENCY CHANGES

The last two lines of this form, which instructed filers to return a copy of the Notice of Deficiency form along with the documents to cure the deficiency, have been removed. It is not necessary to return a copy of the form when you file deficient documents.

ORDER REOPENING CASE (13) EVENT

The docket text for this event has been modified to correctly reflect that the debtor has 7 days (not 7 business days) to file the debtor certification and motion for entry of Chapter 13 discharge.

NOTICE OF HEARING EVENT

This event [**Notices** → **Notice of hearing**] has been modified to require you to select a docket entry to which the notice of hearing relates. If you do not select a docket event, the following dialog box will appear (see fig. 6) and you will be required to select a docket event before you can complete your filing.



FIGURE 6

NOTE: THE TERM 'SCHEDULE' IN THIS INSTANCE REFERS TO YOUR NOTICE, NOT TO BANKRUPTCY SCHEDULES.

PROPOSED ORDER UPLOAD

This event has been modified to allow you to link a proposed order to a pending reaffirmation agreement by selecting the Reaffirmation Agreement radio button (fig.7).

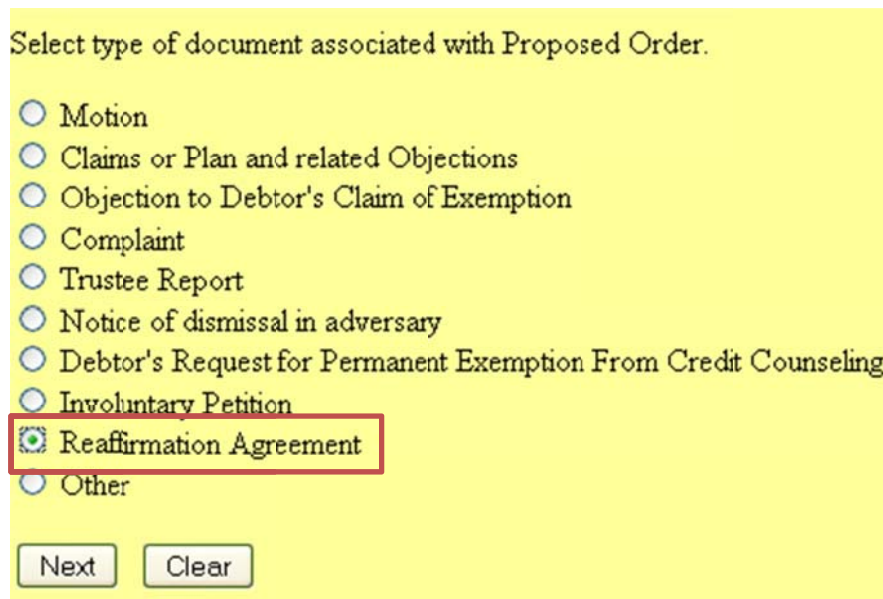
A screenshot of a web form with a yellow background. The title is "Select type of document associated with Proposed Order." Below the title is a list of radio button options: "Motion", "Claims or Plan and related Objections", "Objection to Debtor's Claim of Exemption", "Complaint", "Trustee Report", "Notice of dismissal in adversary", "Debtor's Request for Permanent Exemption From Credit Counseling", "Involuntary Petition", "Reaffirmation Agreement", and "Other". The "Reaffirmation Agreement" option is selected and highlighted with a red rectangular box. At the bottom of the form, there are two buttons: "Next" and "Clear".

FIGURE 7

When you click Next, you will be given the opportunity to link your proposed order to a pending reaffirmation agreement.

This event has also been modified to allow you to link a proposed order to a notice of intent to abandon by selecting the Other radio button (fig. 8).

Select type of document associated with Proposed Order.

- Motion
- Claims or Plan and related Objections
- Objection to Debtor's Claim of Exemption
- Complaint
- Trustee Report
- Notice of dismissal in adversary
- Debtor's Request for Permanent Exemption From Credit Counseling
- Involuntary Petition
- Reaffirmation Agreement
- Other

Next Clear

FIGURE 8

When you click Next, you will be given the opportunity to link your proposed order to a pending notice of intent to abandon.

CERTIFICATE (GENERIC) EVENT

This event [**Miscellaneous** → **Certificate (generic)**] has been modified to add the following warning message (fig. 9):

Do NOT use this event for any of the following

- Certificate of service
- Financial Management Certificate
- Credit Counseling Certificate

What type of certificate ?

FIGURE 9

Each of the listed items has a stand-alone CM/ECF event that should be used to docket these items.

PENDING ADVERSARY PROCEEDINGS

CM/ECF has been modified to display the number of pending adversary proceedings relating to a bankruptcy case (see fig. 10). This information is located in the top-right corner of the screen.



FIGURE 10

BTXN106 FORM ORDER GRANTING APPLICATION TO PAY FILING FEE IN INSTALLMENTS

This form has been modified to include the address of the appropriate divisional office instead of the Dallas office address (fig. 11).

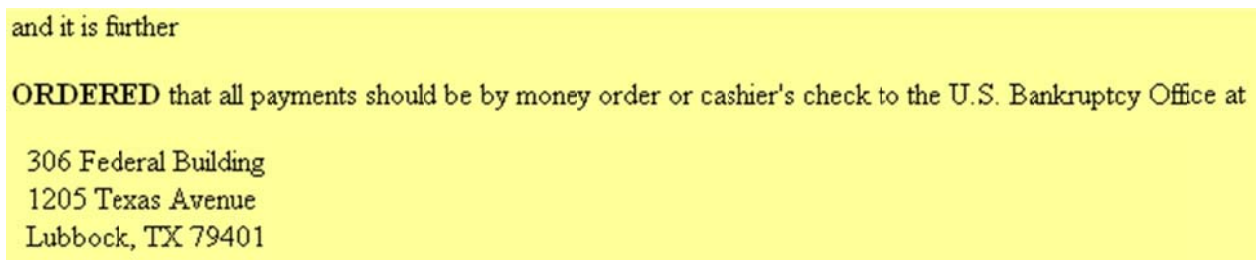


FIGURE 11

CERTIFICATE OF CREDIT COUNSELING EVENT

This event [**Schedules/Statements/New Case Deficiencies** → **Certificate of credit counseling**] has been modified to add the following warning message (fig. 12):

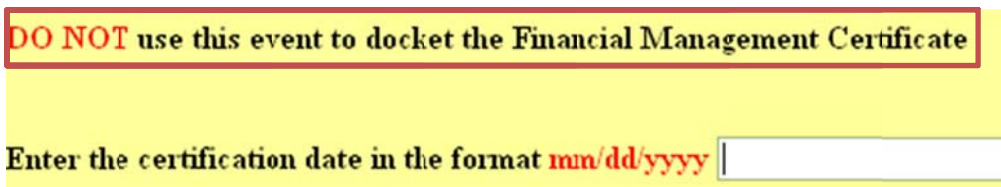


FIGURE 12

To file a Financial Management Course Certificate, use the Financial Management Course [**Miscellaneous** → **Financial management course**] event.

FINANCIAL MANAGEMENT COURSE EVENT

This event [**Miscellaneous** → **Financial management course**] has been modified to add the following warning message (fig. 13):

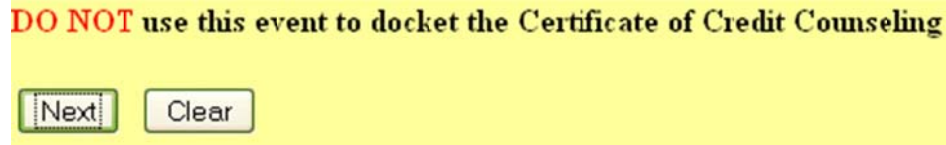


FIGURE 13

To file a Certificate of Credit Counseling, use the Certificate of Credit Counseling [**Schedules/Statements/New Case Deficiencies** → **Certificate of credit counseling**] event.

NOTICE (GENERIC) EVENT

This event [**Notices** → **Notice (generic)**] has been modified to add four new items (Notice of dismissal of an adversary proceeding, Notice of dismissal of parties, Withdrawal and Withdrawal of claim) to the list of prohibited items in the warning message (fig. 14).

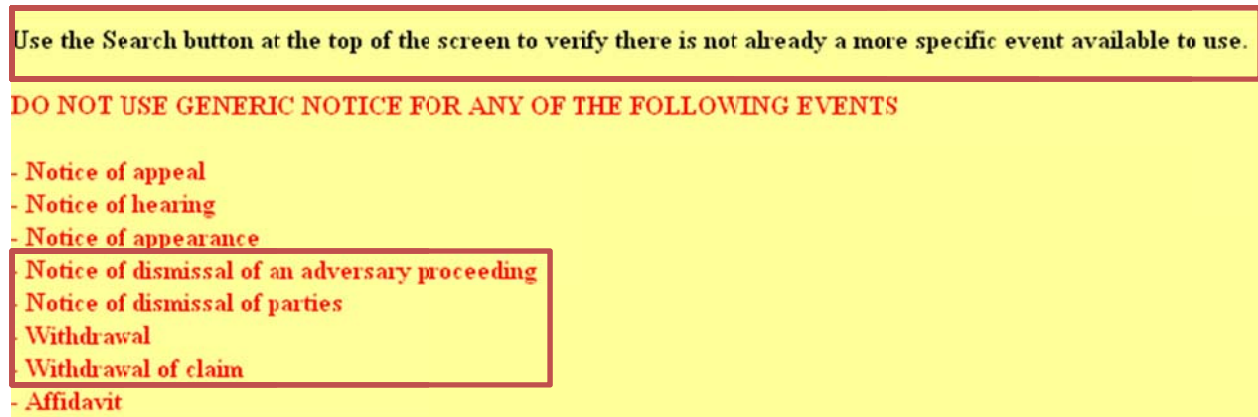


FIGURE 14

An additional message has been added directing you to the built-in CM/ECF search function, which allows you to search for specific docket events that should be used for your filing.

MOTION TO RECONSIDER EVENT

This event [**Motions/Applications** → **Reconsider**] has been modified to add the following warning message (fig. 15):



FIGURE 15