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These events and procedures will become effective on **Monday, June 20, 2011**, 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/>

Information distributed June 7, 2011

TIPS & TRICKS

This section includes information that will help you reduce CM/ECF filing errors and provides guidance on common mistakes made during CM/ECF filing.

DOCUMENT REDACTION FOR EXTERNAL FILERS

When you file a .PDF document, you may be providing more information in that document than you can see via your .PDF reader software. Some redaction techniques used are ineffective, in that the text intended to be hidden or deleted can be read by a variety of techniques. One example of ineffective redaction that we have seen involves highlighting text in black or using a black box over the data in MS Word or Adobe Acrobat. This does not protect the data from being able to be seen. Changing the text color to white so that it disappears against the white screen/paper is similarly ineffective.

Additionally, information about the document (called “metadata”) can be stored inside the document and is often viewable. Examples of metadata and hidden data include the name and type of file, the name of the author, the location of the file on your file server, and prior revisions of the text.

You must use extra care to make sure that the .PDF documents you submit via CM/ECF are fully and completely free of any data that may contain redacted information.

This Court does not endorse any specific method, and the responsibility for redacting personal identifiers rests solely with the parties. Please refer to your software guides, your IT staff, or trusted internet resources for further guidance.

MOTION TO COMPEL

The *Motion to Compel* event can be used to request that the Trustee be compelled to abandon property of the estate. Parties seeking to file a “Motion to Abandon” should be directed to the *Motion to Compel* event. The Trustee may file a Notice of Intent to Abandon, and generally is not required to file a motion when they decide to abandon property of the estate.

PROPOSED ORDER TO REOPEN CASE

When you prepare a proposed order to reopen a case that was closed without discharge due to no financial management course certificate filed and/or for the certification for motion of a Chapter 13 discharge to be filed, please ensure that your order contains language similar to that of form BTXN 196. The Debtor should have seven (7) days to file required document(s) after entry of the order.

This form is available on our website at <http://www.txnb.uscourts.gov/Articles/Reference-Library/Forms>.

CM/ECF UPDATES & CHANGES

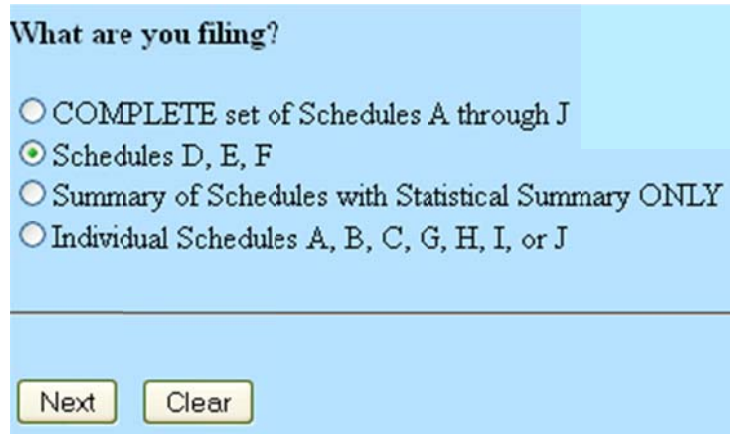
This section includes information regarding updates and changes to CM/ECF events, menus, and the way the system processes information.

WITHDRAWAL EVENT

The *Withdrawal* event [**Bankruptcy/Adversary → Miscellaneous → Withdrawal**] has been modified to allow you to link to and withdraw a reaffirmation agreement.

SCHEDULES EVENT

The *Schedules* event [**Bankruptcy** → **Schedules/Statements/New Case Deficiencies** → **Schedules**] has been modified to add three new selections to provide more specific information when you file an amendment to Schedules D, E and/or F (fig. 1).



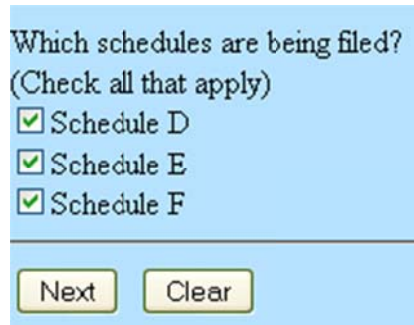
What are you filing?

- COMPLETE set of Schedules A through J
- Schedules D, E, F
- Summary of Schedules with Statistical Summary ONLY
- Individual Schedules A, B, C, G, H, I, or J

Next Clear

FIGURE 1

After you select the specific schedules that are being filed (see fig. 2), entered the appropriate dollar amounts for the selected schedules, and have indicated that you are amending the schedules (see fig. 3), the three new options appear in the list of radio selections (fig. 4, next page).

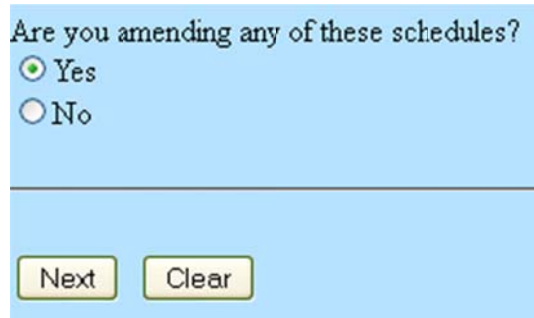


Which schedules are being filed?
(Check all that apply)

- Schedule D
- Schedule E
- Schedule F

Next Clear

FIGURE 2



Are you amending any of these schedules?

- Yes
- No

Next Clear

FIGURE 3

Are you adding additional creditors, or changing an existing creditor on the matrix?

Adding additional creditor or creditors
 Changing an existing creditor on the matrix
 Changing the amount of a debt
 Changing the classification of a debt
 Deleting creditors
 Not adding or changing creditors

Next Clear

FIGURE 4

Selecting any of the three new options will charge a \$26.00 fee (fig. 5).

Notice of Electronic Filing

The following transaction was received from Dillow, Eric entered on 6/2/2011 at 10:28 AM CDT and filed on 6/2/2011

Case Name: Samuel B. Adammmms and Susan B. Adammmms
Case Number: [11-30010-hdh7](#)
Document Number: [4](#)

Decket Text:
Changing the amount of a debt. Amended Schedules D E F fee Amount \$26 Filed by Debtor Samuel B. Adammmms . (Dillow, Eric)

FIGURE 5

WEBSITE AND FORMS UPDATES

This section includes information regarding changes to our website, including links, forms and menu options.

FAXED TRANSCRIPTS AND FORM BTXN191

In an effort to ensure timeliness of processing transcript requests, we are no longer accepting fax transcript requests. All transcript requests should be sent to the applicable email address listed on the transcript request forms.

Form BTXN191 (Audio/Transcript Order Form) and the Transcript and Tape Orders section of our external website (<http://www.txnb.uscourts.gov/Clerks-Office/Transcript-and-Tape-Orders>) have been modified to remove the fax numbers. Transcript requests may be emailed to the addresses provided or mailed or delivered to the Clerk's Office.

MODIFIED PLANS FILED AFTER THE TRCC HAS BEEN FILED

The ECF User Manuals has been updated to advise that a modified Chapter 13 plan must be linked to the Trustee's Recommendation Concerning Claims (TRCC) if one has been filed. Otherwise, the modified plan should be linked to the original plan.

ABSTRACT OF JUDGMENT

Instructions for filing an Abstract of Judgment have been added to the ECF User Manual (<http://www.txnb.uscourts.gov/ecf/manual/>). These instructions can be found in the Filing Special Documents section.