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These events and procedures will become effective on **Monday, September 26, 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. The Court's FAQ website is <http://www.txnb.uscourts.gov/help>. 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 September 16, 2011

TIPS & TRICKS

For each new docket entry and every new case filed, we have a dedicated team who reviews the entries for accuracy. When docketing errors are identified, they are logged into a database which is reviewed monthly for error trends. Consistently each month, the majority of errors are incurred during the filing of new cases and docketing of debtor's schedules A through J. We have identified common errors within these events and you will often find Tips & Tricks on how to avoid the errors contained within the GoLive Guides distributed to you periodically. When filing new cases or docketing the schedule events, verify the dollar amount entered matches the dollar amount on the PDF copy of the schedule(s). Other common errors made during new case filing are the failure to enter alias names for the debtor and incorrect entries for the debtor's name, address, county of residence, status of prior filing, and estimated assets, liabilities and creditors. We ask that you please proof the information entered for accuracy before submitting the new case for filing.

CREDITOR MATRIX

The verification of creditor matrix PDF, along with the creditor matrix in both PDF and text format (upload) are all required to ensure proper noticing. The creditor matrix should be uploaded and submitted in PDF so that the matrix is reflected as a PDF document on the docket. This information is essential for use by the court, creditors, and parties in interest to verify parties are listed and are receiving proper notice.

SUPPORTED WEB BROWSERS

As a reminder, please use Internet Explorer or Mozilla's Firefox web browser when using CM/ECF. These two browsers are the only supported web browsers, and you may experience difficulty filing or viewing documents if you use an unsupported program.

CM/ECF UPDATES & CHANGES

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

COURT FORM BTXN113: NOTICE OF GUIDELINES REGARDING APPEALS TO THE U.S. DISTRICT COURT

Form BTXN113 has been modified to reflect the correct procedures regarding copies of designated exhibits. Specifically, the first sentence of the fourth paragraph under the 'Designation of the Record' heading now reads as follows: **"If exhibits are designated, copies from the law firm file should be used. If unavailable, copies should be requested from the party who entered the exhibits into the record. If the designating party is unable to provide copies before the fourteen (14) day deadline, copies will be provided by the Bankruptcy Clerk's Office for a fee."**

Also, the AOS Copy Request Form has been removed from our website, as we no longer have a contract with AOS for copy services. Page 62 of the Attorney Desk Reference has been updated to reflect this change.

OPERATING REPORT EVENT

This event has been modified to add a screen that allows you to indicate that the filing is an amended operating report. If the amended selection is made, you can link the filing to an existing operating report, and the docket text will reflect that the operating report is being amended.

MODIFICATION TO RESPONSE/OBJECTION DEADLINE

Pursuant to L.B.R. 7007-1(e), which covers motion practice in our Court, a response and brief to an opposed motion shall be filed within 24 days from the date the motion is filed. Therefore, CM/ECF has been updated to change the default response date from 21 to 24 days (fig. 1).

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:

This motion requires a hearing. You must file a hearing and docket notice of hearing and set PRELIMINARY HEARING.

Fee: \$



September 2011						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

FIGURE 1

WITHDRAWAL EVENT

The *Withdrawal* event has been added to the list of available events for Creditor/Limited Use Filers. Creditor/Limited Use Filers are now able to use the *Withdrawal* event to withdraw an objection to claims, objection to transfer of claims, notice of appearance, notice of change of address, motion for payment of dividend from unclaimed funds and reaffirmation agreements.

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