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Please feel free to contact the ECF Help Desk at (800) 442-6850 if you have any questions or need any 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/>. These events and procedures will become effective on **Monday, April 2, 2012** the Go Live date.

ECF 4.3

This section includes relevant changes in the upgrade to ECF 4.3 effective April 1, 2012.

PACER Fee Changes

The PACER document fee will increase to \$0.10 per page for billable documents. As before, documents larger than 30 pages are billed at the 30-page rate, and judicial opinions are free of charge.

Claims

When searching for a claim using the Judge or Trustee criteria, users will be able to return to the report after an edit is complete.

Viewing Attachments to Restricted Main Documents

If public access is restricted to a main document that has attachments, external filers will be able to view any *UNRESTRICTED* attachments.

ECF Changes & Updates

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

Form Orders Discharging Standing Trustee BTXN157/BTXN158/BTXN159

These forms have been removed. The Trustees will upload one proposed order that can be related to the discharge of the Standing Trustee regardless if the case is converted, discharged or dismissed.

Order Denying Application for Waiver of the Chapter 7 Filing Fee

When an order denying an application to waive the Chapter 7 filing fee is docketed, the order will include the corresponding divisional office mailing address for payment.

Notification of Transcript Request

As a result of the restricted accessibility of the Request for Transcript event, the event has been modified to eliminate the notification of electronic filing that occurs during docketing.

Current Monthly Income and Means Test Amount regarding Current Monthly Income

This event has been modified to prompt filers to enter the dollar amount listed in the specified section of the Official Forms.

County of Residence on Petition

When filing a new bankruptcy case, an additional prompt has been added to remind filers to enter the county of residence **EXACTLY** as it appears on the petition (see Figure 1).

File a New Bankruptcy Case

Please ensure when adding debtor and/or joint debtors to the case that:

- 1 - Party names match EXACTLY as shown on the petition.
- 2 - The mailing address is entered, NOT the street address.
- 3 - The county of residence must match EXACTLY as shown on the petition.

Also note: Input a phone number if the debtor is pro se.



Figure 1

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.

Contacting a courtroom deputy

In addition to contact information for each courtroom deputy, information regarding a judge's procedures is also available in two different locations on our website (<http://www.txnb.uscourts.gov/>). On the homepage, within the judges tab, click on the name of the judge for which you need information and a new page will display. Another location to find information is in the Attorney Desk Reference. In the Judicial Information section, select the specific judge and review the section for contact information and procedures.

We understand that there are times when you will need to speak to a courtroom deputy by telephone, but whenever possible please contact the courtroom deputy by email. Oftentimes responses to email are more expeditious than a returned call.

Although this list is not exhaustive, here are a few reasons why you may need to contact the courtroom deputy:

- To check the status of a proposed order submitted more than 7 business days ago;
- To inform the court of a recently filed motion for an expedited hearing;
- To obtain a setting for a hearing that will require more than 30 minutes of court time or otherwise does not comply with self-calendaring guidelines;
- To request the removal or resetting of a matter scheduled on the court's docket;
- To request a change to a court time estimate for a hearing setting;
- To arrange a meeting to test/evaluate Courtroom technology; or
- To request a telephonic appearance.

After you have contacted the courtroom deputy, you should expect to receive a response within 24 hours of your inquiry.