



This guide contains information regarding changes to various ECF events, court procedures and reports submitted by Clerk's Office staff through the Process Modification Request (PMR) process.

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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, April 29, 2013, the Go Live date

## Filing Fee Changes

### Clerk's Notice 13-04, Notice Regarding Claims Transfer Fee

Effective **Wednesday, May 1, 2013**, the Bankruptcy Courts will charge a \$25.00 filing fee for each claim transferred. Please review the [Clerk's Notice 13-04 Notice Regarding Claims Transfer Fee](#), located on our website for more information.

### Clerk's Notice 13-05, Notice Regarding Bankruptcy Court Miscellaneous Fee Schedule Increases

Effective **Wednesday, May 1, 2013**, the Judicial Conference of the United States increased certain Bankruptcy Court Miscellaneous Fees. The filing fee for a Motion to Reopen a Chapter 9 ([Bankruptcy > Motions/Applications > Reopen Case (9)]) and a Motion to Reopen Chapter 15 ([Bankruptcy > Motions/Applications > Reopen Case (15)]) will increase from \$1,000.00 to \$1,167.00.

Please review the [Clerk's Notice 13-05, Notice Regarding Bankruptcy Court Miscellaneous Fee Schedule Increases](#), located on our website for more information.

## ECF Changes & Updates

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

### Motion to Permanently Seal

A new event has been created. The Motion to Permanently Seal [Bankruptcy > Motions/Applications > Motion to Permanently Seal] and [Adversary Motions/Applications > Motion to Permanently Seal] is available for filers to docket when requesting the permanent sealing of a previously filed paper-sealed document, pursuant to L.B.R. 9077-2 Disposition of Sealed Documents. The Motion to Permanently Seal entry should be linked to the original sealed document entry.

### Motion to Delay/Defer Discharge

The Motion to Delay Discharge and Motion to Defer Entry of Discharge events have been consolidated. To docket a motion related to these matters, use the event Motion to Delay/Defer Discharge [Bankruptcy > Motions/Applications/ Motion to Delay/Defer Discharge]. Select the radio button to indicate what type of motion you are filing (see Figure 1).

Are you filing a motion to delay or defer?

delay

defer

Next Clear

Figure 1

If you are filing a Motion to *Delay* the Discharge, enter the reason for the delay in the text box (see Figure 2).

Enter the reason for the delay Reaffirmation Agreements

Next Clear

Figure 2

If you are filing a Motion to *Defer* Entry of the Discharge, enter the reason for the deferral in the text box (see Figure 3). Review the reminder information regarding the objection deadline (see Figure 4).

Enter the reason for the deferral:

Next Clear

Figure 3

**Please set an objection deadline below if**  
**(1) your motion is not excepted by General Order 2005-01, paragraph 2,**  
**(2) your motion includes negative notice language, and**  
**(3) you believe the motion will not be opposed.**  
**Otherwise, please delete the objection deadline below.**

**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

## Form Updates

*This section includes information regarding changes to our Local Bankruptcy Forms.*

### BTXNI91 Audio/CD Transcript Request

Form BTXNI91 Audio/CD Transcript Request has been modified. The revised form includes an option for a filer to select a transcript request of an entire hearing.

## Tips & Tricks

*This section includes information to help reduce filing errors and provide guidance.*

### Updated Court Procedures Regarding Cases Eligible for Closing that Contain Paper-Sealed Documents

The Clerk's Office will no longer provide notice to filing parties of paper-sealed documents when the related case is eligible for closing. Sealed documents previously filed with the Court in paper format **will not** be returned to the filing party. Pursuant to L.B.R. 9077-2 Disposition of Sealed Documents, all paper-sealed documents will be deemed unsealed sixty days after final disposition of a case *unless* the presiding judge directs otherwise; *and* any party desiring a paper sealed document to remain sealed must move for relief before the expiration of the sixty day period.