



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

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 Tuesday, May 27, 2014.

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REMINDER: Clerk's Notice, 14-03, Regarding Amendments to the Bankruptcy Court Miscellaneous Fee Schedule

Amendments to the Bankruptcy Court Miscellaneous Fee Schedule

Effective June 1, 2014, The Judicial Conference of the United States approved amendments to the Bankruptcy Court Miscellaneous Fee Schedule. Please review the [Clerk's Notice, 14-03 Regarding Amendments to the Bankruptcy Court Miscellaneous Fee Schedule](#) 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 processes information.

Creditor Matrix and Schedules

The Creditor Matrix and Schedules events (**[Bankruptcy > Schedules/Statements/New Case Deficiencies > Matrix]** and **[Bankruptcy > Schedules/Statements/New Case Deficiencies > Schedules]**) have been modified. Filers are unable to docket these events in CLOSED cases (see Figure 1).

The screenshot shows a web page for a bankruptcy case. At the top, it says "Schedules/Statements/New Case Deficiencies:". Below that, the case number is "13-30094-sgj13 Shrek Donkey and Fiona Donkey" and the status is "Closed 10/17/2013, Debtor dismissed 10/17/2013, Joint debtor dismissed 10/17/2013". There are several fields: "Type: bk", "Chapter: 13 v", "Office: 3 (Dallas)", "Assets: y", "Debtor disposition: Dismissed for Failure to File Information", "Joint debtor disposition: Dismissed for Failure to File Information", "Judge: sgj", and "Case Flag: REFORM". At the bottom, there is a red error message: "ERROR - DO NOT CONTINUE. YOU CANNOT DOCKET THIS EVENT IN A CLOSED CASE. THIS CASE MUST BE REOPENED TO ALLOW THE FILING OF THIS TYPE OF DOCUMENT." Navigation links like "Summary", "History", "Parties", "Filers", "Docket Sheet", "Deadlines/Hearings", "Status", "Pending Motions", "Creditors", "Claims Register", and "Associated Cases" are visible at the bottom of the page.

Figure 1

Notice of Appearance

The Notice of Appearance events (**[Bankruptcy > Notices > Notice of Appearance and Request for Notice]** and **[Adversary > Notices > Notice of Appearance and Request for Notice]**) have been modified. The ability to add creditors to the mailing matrix has been removed from the event and the prompt has been modified to remind filers that if the Notice of Appearance is filed on behalf of a creditor not previously listed on the matrix, to add the address via Creditor Maintenance within the Bankruptcy menu (see Figure 2).

File a Notice:

[13-30198-sgj7 Samuel B. Adammms and Susan B. Adammms](#)

Type: bk	Chapter: 7 v	Office: 3 (Dallas)
Assets: n	Judge: sgj	Case Flag: REFORM

[Summary](#) [History](#) [Parties](#) [Filers](#)

If the creditor is not previously listed on the matrix add the creditor(s) through Creditor Maintenance

Figure 2

Motion to Dismiss/Withdraw Document

The Motion to Dismiss/Withdraw Document events (**[Bankruptcy > Motions/Applications > Withdraw Document]** and **[Adversary > Motions/Applications > Withdraw Document]**) have been modified. The titles of these events have been changed from Dismiss/Withdraw Document to Withdraw Document (see Figure 3).

Docket Text: Final Text

Motion to withdraw document (related document(s) [6] Motion for relief from stay) Filed by Debtor Samuel B. Adammms, Joint Debtor Susan B. Adammms (Jones, Anya)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Figure 3