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These events and procedures will become effective on ***Monday, March 1, 2010,*** the *Go Live* date.

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/.

Information distributed February 19, 2010

Procedural Updates

Sealed Documents

When a sealed document is filed, a copy of the document must now be provided to the Court in .PDF format on an electronic media storage device (CD, flash drive, diskette, etc.). The media storage device must be placed in a sealed envelope.

The Order Regarding Sealed Documents has been modified to allow the filing party sixty (60) days to retrieve the sealed document(s). If the filing party does not retrieve the sealed document(s) or respond to the order within 60 days, the Court will unseal and docket the documents.

Who will this change affect? CM/ECF users filing documents under seal

CM/ECF Updates and Changes

Intervenor Complaint

The **Intervenor complaint** event now allows you to specify that you are amending a previously filed intervenor complaint (see fig. 1).

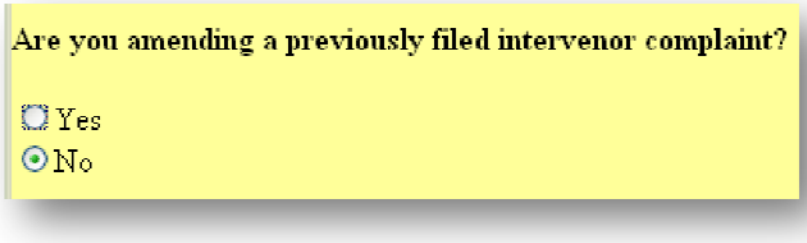

Figure 1

Who will this change affect? CM/ECF users filing intervenor complaint

Motion to Dismiss Adversary Proceeding

A warning message has been added to the **Motion to Dismiss adversary proceeding** event (see fig. 2).

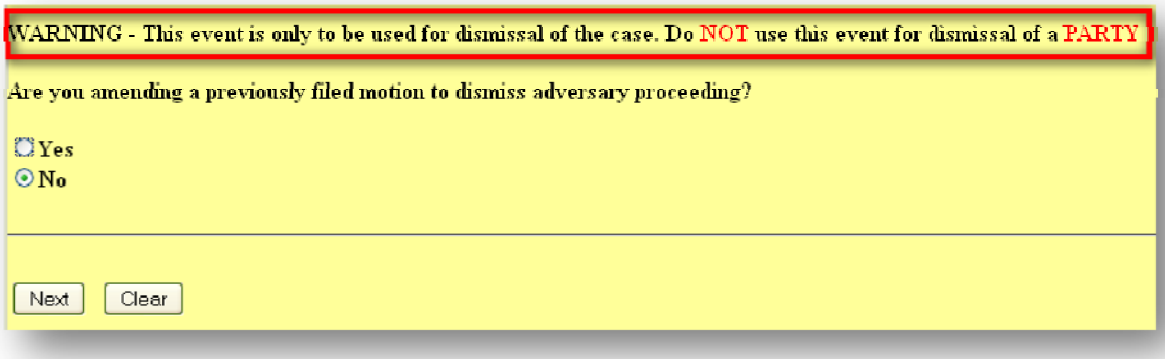

Figure 2

To motion the Court for the dismissal of a party from an adversary proceeding, you must use the **Motion to Dismiss party** event (see fig. 3)

FIGURE 3

WHO WILL THIS CHANGE AFFECT? CM/ECF users seeking to dismiss an adversary proceeding or a single party from an adversary proceeding

NOTICE OF INTENT TO ABANDON

The **Notice of intent to abandon** event has been added to the list of available notice events (see fig. 4). Previously, this event was only available to Trustee filers. Now, attorneys representing the Trustee may also use this event.

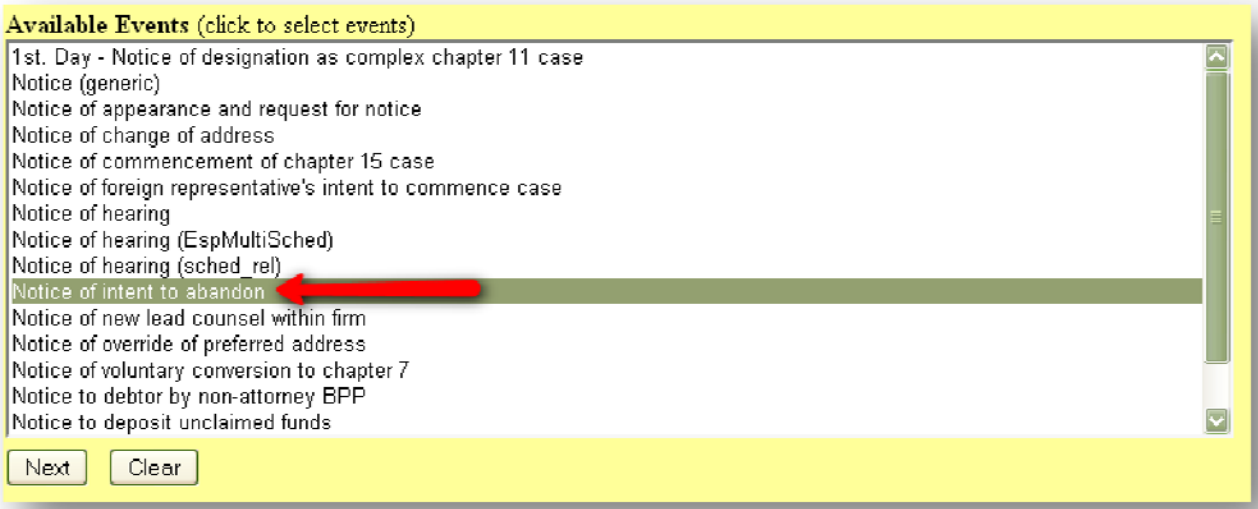

FIGURE 4

WHO WILL THIS CHANGE AFFECT? Trustees and attorneys representing a Trustee

List (Exhibit/Witness/Generic) Linkage

The **List (exhibit/witness/generic)** event has been modified and now allows a user to link to an order on a motion to show cause (see fig. 5).

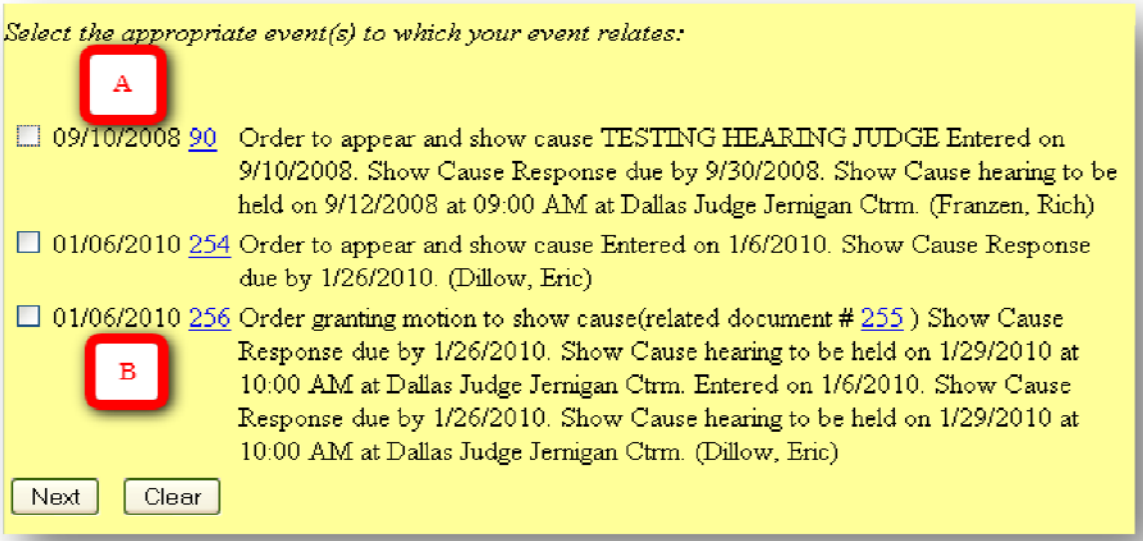

Figure 5

Who will this change affect? CM/ECF users filing an exhibit, witness or other list relating to a show cause order and hearing

Tips & Tricks

Notice of Appeal

A warning message has been added to the **Notice of Appeal** event (see fig. 6). A notice of appeal may not be filed if the order, judgment or decree has not yet been entered.

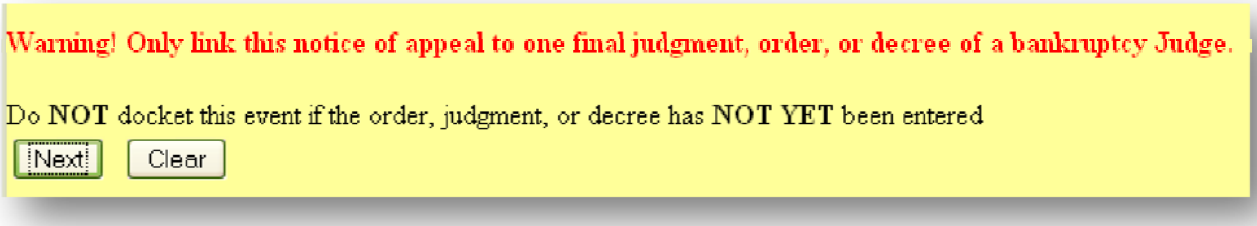

Figure 6

File New Bankruptcy Case

A warning message has been added to the File New Bankruptcy Case event (see fig. 7).

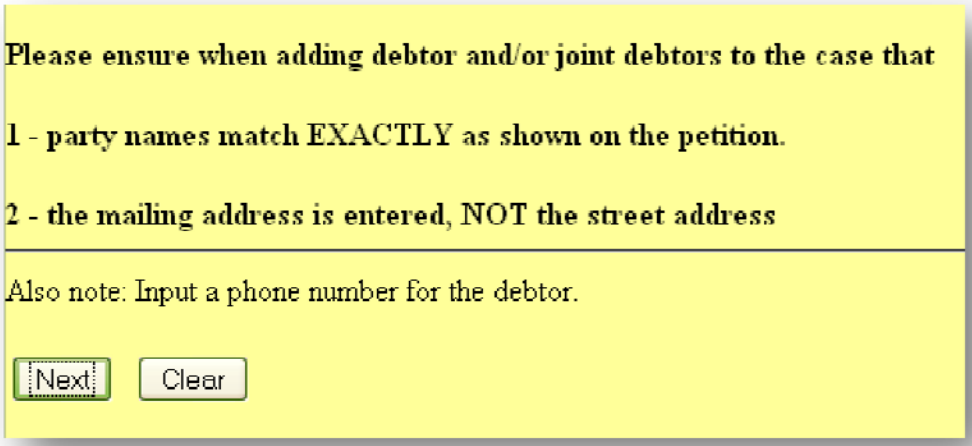

Figure 7

When a new petition is filed, you must enter the mailing address for the debtor, to ensure that notices can be properly served.

Joint Certification to Court of Appeals

A warning message has been added to the **Joint certification to court of appeals** event (see fig. 8)

Figure 8

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To file a Certification to the Court of Appeals (not a Joint Certification), you must use the **Certification to Court of Appeals** motion event (see fig. 9)

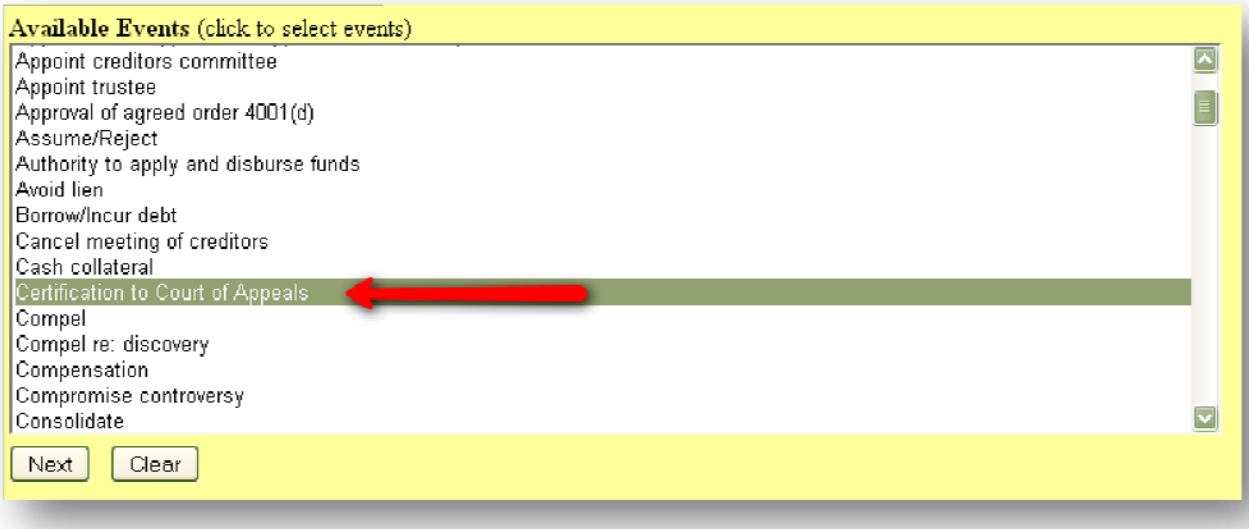

FIGURE 9

GENERIC NOTICES

A warning message has been added to the **Notice (generic)** (see fig. 10) and **Notice generic (batch)** (see fig. 11) events.

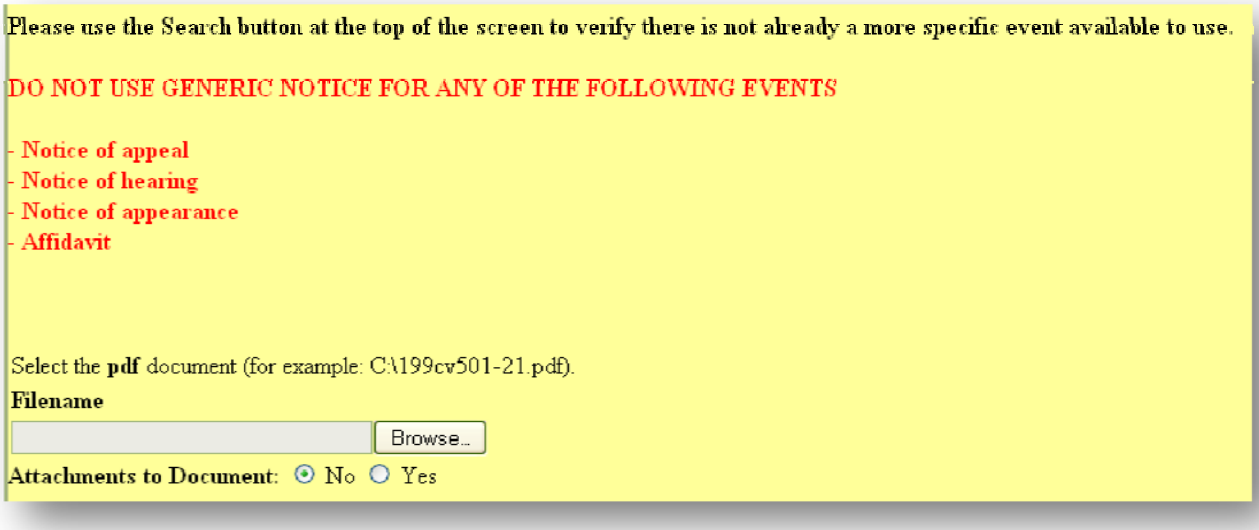

FIGURE 10

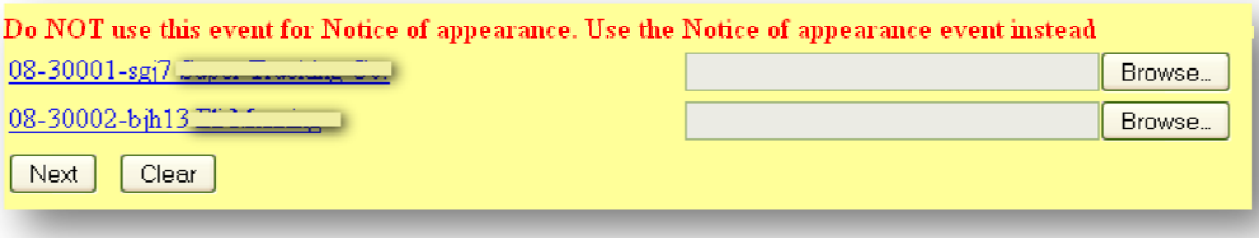

FIGURE 11

The **Notice (generic)** and **Notice generic (batch)** events may not be used to file a Notice of Hearing, Notice of Appearance, or an affidavit. Specific events have been set up in CM/ECF for these filings.

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