

# ECF Update

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## Court Information

- [ECF Help Desk](tel:800-442-6850)  
800-442-6850
- [Online ECF Help](http://www.txnb.uscourts.gov/help)  
www.txnb.uscourts.gov/help
- [Website](http://www.txnb.uscourts.gov)  
www.txnb.uscourts.gov



## ECF or Diskette Filing Document Types

Petitions, pleadings  
PDF FORMAT (scanned documents)

Matrices  
TXT (text) FORMAT

Orders in ECF Order Upload

- WORD PROCESSING FORMAT (specifically, WordPerfect or Microsoft Word)

## Privacy Amendments: What this means for Filers and Debtors

As of December 1, 2003, the Bankruptcy Code and Rules were amended as necessary to allow the court to collect a debtor's full social security number, but display only the last four digits.

What this means for filers and debtors:

- The petition, Official Form 1, will contain only the last four digits of the individual debtor social security number.
- Amendments to Rule 1007(f) require an individual debtor to *submit* a verified statement containing the full nine-digit number to the court on paper.
- The new Statement of Social Security Number, Official Form 21, will not be filed in the case or become part of the case file available to the public at the court or over the Internet.
- Rule 2002 was amended to require the clerk to include the debtor's full social security number in the copy of the Meeting of Creditors' notice unless otherwise ordered by the court.
- The copy of the 341 notice included in the court case file will only contain the last four digits of the social security number.

***Debtor is required to submit a verified statement containing the full nine-digit social security number to the court on paper***



## Filing Tips



While docketing, if you receive an error notice, or you do not see the Notice of Electronic Filing screen, check the Docket Report to make sure your entry does not appear before you re-docket the entry.

If your computer crashes, or you get kicked off the ECF system before you have completed your entry, always check the Docket Report and make sure your entry does not appear before you re-enter any case information.

# Case Opening Guide

Verify the spelling of all debtor(s) and interested party names. Do not use ALL CAPITAL letters or all lower case letters.

Please be sure to include all AKAs and DBAs for the debtor(s), plaintiff, etc.

Please pay special attention when entering the social security number. An incorrect social security number can cause dramatic financial problems to the person who owns the incorrect number you entered.

When opening a Chapter 13 case, the asset field should be changed to "Asset."

Please identify if the case is deficient

by clicking on the deficient filing box.

On adversary proceedings, ensure you check the correct box for type of adversary. When entering an adversary proceeding, you must enter the case type, association type, and nature of suit. Checking the incorrect adversary type box may cause delays in processing.

Be sure to add the plaintiff(s) AND defendant(s) as parties to the adversary proceeding. For bankruptcies and adversary proceedings, select the proper role types before adding a new party. This previously defaulted to "debtor," but now the party role type must be selected.

Also, don't forget to run Judge/Trustee assignment after the case is opened.

Be sure to upload the creditor matrix after the case is opened. Otherwise, creditors will not receive the 341 meeting notice.

For amended matrices, please make sure to notice any added creditors. The court only notices the creditors listed on the initial matrix. The amended matrix should only contain new creditors added to the case. This ensures duplicate creditors are not added. Also, the 341 meeting notice should be mailed to all new creditors.

## Hearings

**A Notice of Hearing MUST BE FILED** on ALL matters requiring a hearing. Even if you are contacted by the court and given a hearing date, it is still the movant's responsibility to file and serve a Notice of Hearing.

### Self-Calendaring

saf\_settings@txnb.uscourts.gov  
 bjh\_settings@txnb.uscourts.gov  
 dml\_settings@txnb.uscourts.gov  
 rlj\_settings@txnb.uscourts.gov  
 hdh\_settings@txnb.uscourts.gov

### Emergency Expedited Hearing Requests:

The court is willing to do whatever is necessary to hear emergency matters.

Please generate an email to the appropriate courtroom deputy when you file a motion for emergency hearing so the deputy can ensure a hearing date and time are set.

#### *Email addresses for ALL HEARING REQUESTS (including Emergencies)*

Judge Steven A. Felsenthal—saf\_settings@txnb.uscourts.gov  
 Judge Barbara J. Houser—bjh\_settings@txnb.uscourts.gov  
 Judge Dennis M. Lynn—dml\_settings@txnb.uscourts.gov  
 Judge Robert L. Jones—rlj\_settings@txnb.uscourts.gov  
 Judge Harlin D. Hale—hdh\_settings@txnb.uscourts.gov



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