

ECF Update

Volume 1, Issue 2

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Court Information

- [ECF Help Desk](#)
800-442-6850
- [Online ECF Help](#)
www.txnb.uscourts.gov/help
- [Website](#)
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 Micro-
soft Word)

Case Opening: Asset vs. No Asset

- All chapter 7 cases should be opened as NO ASSET cases.
- If you are using case upload software, you should change the asset field to N. (It defaults to assets Y).
- If assets are discovered, the trustee will file a Notice of Assets which will be noticed to all creditors.
- All chapter 13 and chapter 11 cases should be opened as ASSET cases.
- When cases are opened improperly, the 341 meeting notice and any subsequent notices contain incorrect language regarding the availability of assets for distribution.
- Please be sure you are uploading and opening cases according to these procedures in order to eliminate the excessive number of hours spent correcting these filings.

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Automatic Discharge in Chapter 7 Cases

We are in the process of automating the discharge process for chapter 7 cases.

This innovation will expedite the time it takes for our office to issue the debtor's discharge.

The automated program

will issue discharge orders within 48 hours of the expiration of the deadline for objections in cases that meet the discharge criteria. Cases will be closed immediately thereafter.

Any document related to deferring the discharge,

objection to discharge, or to extend time should be filed before the expiration of the objection to discharge deadline.



Am I Making Any Errors?

Are you curious whether or not you are filing cases or docketing pleadings correctly?

During our quality review process, we record the errors we find and can provide this information to you upon request.

In instances where excessive errors are made, we will contact you personally to explain the errors and provide additional training assistance if needed.

Please contact the help desk if you would like an error report.

Are you receiving multiple emails for the same case? If you add more than one attorney from your firm on a specific case, each attorney that is listed will receive an email regarding documents that are filed. You may consider only adding the attorney who specifically represents the party. This will help eliminate redundant emails.

Amendments to Lists and Schedules

When an amended matrix is filed, it should only contain the names and addresses of entities to be added or corrected.

When creditors are added after the notice of creditors' meeting has been sent, it is the responsibility of the debtor's attorney (or debtor, if pro se) to give notice to each creditor of the § 341 meeting and any subsequent notices that have been sent.

Please adhere to L.B.R. 1009.1(a)(b).

Notice of Conversion Procedure

If the debtor (pro se) or debtor's attorney files a notice of voluntary conversion, a proposed order does not need to be filed. There is a specific notice of voluntary conversion to chapter 7 event in ECF. The clerk's office will forward the appropriate order to the judicial officer for signature. However, the conversion is effective the date the notice is entered on the docket.

Proof of Claim E-Notification

When a Proof of Claim is filed electronically, the debtor's attorney and trustee will receive a notice of electronic filing, thus eliminating the need for the filer to mail them a paper copy. However, the notice of electronic filing does not indicate who received an electronic notice, unlike events docketed in the main case.

Agreed Stay Motion

The fee schedule specifically provides that no fee is required for a motion for relief from the co-debtor stay or a motion to approve an agreement. There is a specific motion event code in ECF for 4001(d) motions.

In order to effectively process an Agreed Order for Relief from Stay, an agreed motion must be filed. The court will assess a \$150 filing fee if the agreement is not obviously stated within the motion.

The Attorney Desk Reference manual, which is available on our website, outlines specific motions' practice requirements for each judge.

For example, Judge Jones has specified that the debtor's attorney, creditor's attorney, and trustee must agree to all the terms outlined in an agreement.

Adding Creditors

When adding creditors, please do not use "The" as the first three characters. As an example, The Outlet Store should be "Outlet Store, The."

Adversary Cases—When filing a new Adversary case, be sure to enter the name of the defendant.

All motions to lift stay filed in the Fort Worth Division, with the exception of chapter 11 cases, are heard by Judge D. Michael Lynn.

Fee Payments

Filing fees are due at the time of filing. Filers can email the "No Fees" address on the website with fee questions or contact the Help Desk at 800-442-6850.

Official Form 21 - Statement of Social Security Number

Fed. R. Bankr. P. 1007(f) requires a debtor to submit a statement under penalty of perjury setting out the debtor's Social Security Number (SSN) with the petition.

Electronic filers are required to submit Official Form 21 (Statement of Social Security Number), to the clerk's office within 5 days of the filing of a new petition. Non-electronic filers are required to submit the form when a petition is filed.

If a case is filed electronically without the full SSN or Form 21 is not submitted with the petition, the debtor's SSN will not appear on the

§ 341 meeting notice. Since the SSN is not displayed in the electronic case record, our office cannot verify the SSN. Our office has fielded a number of complaints from creditors who cannot match a debtor name to an account without the SSN.

Please ensure the complete SSN is entered and verified before submitting a new petition. When your office receives a copy of the § 341 meeting notice, please verify the debtor information as it appears on the notice and immediately notify the clerk's office if information is incorrect.

