

# ECF Update

Volume 1, Issue 3

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## Court Information

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

### REMINDER

*To avoid duplicate case filings, do not use Case Upload for incomplete filings.*

### 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)

## Voluntary Conversions to Ch 7

- A debtor may file a notice of conversion or a motion to convert. In either instance, a court order is required.
- If a notice to convert is filed and the debtor has a right to convert, the clerk's office will prepare and submit the order of conversion.
- If the conversion is by notice, the conversion is effective when the notice is filed.
- If a motion to convert is filed, the movant should submit a proposed order.
- When a conversion is requested by motion, it is considered effective the date the order is entered.
- For more information on the order submission procedure, please refer to our website [www.txnb.uscourts.gov](http://www.txnb.uscourts.gov), ECF Administrative Procedures, page 6, item 4.
- Upon conversion, a notice of deficiency will be issued for new schedules and statements.
- In addition, a new 341 meeting and objection to discharge date will be established and a trustee assigned, if applicable.
- The schedules and statements are due within 15 days of the notice or order of conversion, or the case will be subject to dismissal.

***If a notice to convert is filed and the debtor has a right to convert, the clerk's office will prepare and submit the order of conversion.***

***Are your petitions being submitted in proper order?*** Petitions should be filed in the following order: petition, schedules, statements, verification of creditor matrix and matrix (PDF).

## Judge/Trustee Assignment

When a new case is filed electronically, the judge/trustee assignment should be performed before you pay the filing fee.

Please run the judge/trustee assignment and pay filing fees the same day the case is filed. Otherwise, the trustee

will not be aware of the new case filing or the 341 meeting date.

To perform this function for single case filings, go to the pop-up window titled "judge/trustee assignment" located behind the payment screen.

If you are paying in full at the end of the day, go to the *bankruptcy menu* and choose *judge/trustee assignment*.

After assigning the judge/trustee, go to *utilities* and choose *Internet payments due* to complete the payout procedure.

## When Do I File Separate Documents?

When submitting a motion that requests more than one relief, please file them as separate documents, i.e., Motion for Relief from Stay, or in the alternative, for Adequate Protection. The filer should create these documents separately, file the Motion for Relief from Stay document, and then file the Motion for Adequate Protection.

Another example is the **amended**

**matrix and amended schedules** filed as one document.

In this example, the amended matrix should be filed as one document and the amended schedules should be filed as a separate document and the appropriate filing fee paid.

If you are unsure about how to file a document, please call the Help Desk at (214) 753-2000 or email the Help Desk at [ecfhelp@txnb.uscourts.gov](mailto:ecfhelp@txnb.uscourts.gov).

**Adversary Proceeding Cover Sheet (PDF) Required**—The adversary proceeding cover sheet is required to be filed in PDF format at the same time the adversary proceeding is filed.

**Verification of Creditor Matrix (PDF) Required**—The verification of creditor matrix PDF is required to be filed when the petition is filed. The creditor matrix in both PDF and text format (uploaded) is required to ensure proper noticing. The creditor matrix should be uploaded and submitted in PDF so that the matrix is reflected as a PDF document on the docket. This information is essential for use by the court, creditors, and parties in interest to verify parties are listed and are receiving proper notice.

## Exhibits and Attachments

Please refer to our website [www.txnb.uscourts.gov](http://www.txnb.uscourts.gov), ECF Administrative Procedures, page 7, items 5 (1)(2)(3) for information on exhibits and attachments to pleadings and proof of claims.

If filing a summary document with the court, be sure to serve the full exhibits on interested parties. Also exhibits must be submitted prior to or at hearing when filed with the court in summary form.

## Guidance on Amending Lists and Schedules

When amending Lists and Schedules, the following Local Rule shall apply:  
L.B.R. 1009.1

- (a) Amendments to Mailing Lists. Whenever schedules or amendments add new entities or make corrections to mailing addresses, the debtor shall file with the document an amended mailing list which shall include only the names and addresses of entities to be added or corrected. The appropriate filing fee should be paid at the time of filing.
- (b) Amendments to Schedules. Where creditors are added by amendment to the schedule after the original notice of the meeting of creditors pursuant to 11 U.S.C. § 341(a) has been sent out, the debtor's attorney (or debtor, if pro se) is responsible for giving notice to each such creditor of the filing of the bankruptcy and all applicable bar dates and deadlines if these bar dates and deadlines have been set at the time of the amendment.
- (c) If filing schedules D, E, F, the appropriate filing fee is required upon filing.

**Help!**

**I'm locked out**

**of ECF**

*If you cannot access ECF and you know that you have outstanding filing fees, for assistance, please go to Utilities, Internet Pay Due, Pay Now, then contact:*

***[ecfhelp@txnb.uscourts.gov](mailto:ecfhelp@txnb.uscourts.gov)***



### *ECF Update*

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