

ECF Update

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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 Microsoft Word)

Where, O Where is the Debtor?

- When a chapter 7 debtor fails to appear at a reset §341 meeting, the chapter 7 trustee will docket a new event titled **Meeting of creditors not held (second no show)**.
 - *indicates that the debtor failed to appear at a second scheduled §341 meeting of creditors and requests that the court issue a show cause order.*
- The docket text will read: *Meeting of creditors not held. The trustee hereby*
 - The clerk's office will issue the order to show cause and set a 20-day response deadline.
- If no response is filed, a dismissal order will be issued *with* prejudice if the filing fee has not been paid or a motion for relief from stay has been filed.
 - Otherwise, a dismissal order will be issued without prejudice.

Electronically Filing Form 21 – Verification of SSN

You can now file Form 21 electronically while maintaining the confidentiality of the document.

This entry must always be docketed as a stand-alone entry in ECF. Do not attempt to docket Form 21 along with schedules or any other pleading. Please be sure that Form 21 is excluded

from your PDF of the petition. Once filed, the form will not be available for public review on PACER, but will be on record with the court.

The event titled **Form 21-SSN Verification** is found in the Miscellaneous category under the Bankruptcy menu.

We hope you find this procedure helpful. It will certainly reduce the number of calls you receive from us requesting you file your Form 21.

Keep the original signed Form 21 with your original signed petition for future reference.

Motions to Compromise - Certificate of No Objection

In an adversary proceeding, Motions to Compromise, the related certificate of no objection, and the proposed order should be filed in the main (lead) bankruptcy case. The adversary case number should be referenced in the body of the motion.

After the 20-day objection deadline has passed and no objections are filed, the attorney should upload the **order re: the motion to compromise** and the appropriate order to dispose of the adversary (usually a dismissal order).



Please be aware that the case cannot be closed if there is money in the registry of the court. All monies must be disbursed before the case can be closed.

The Missing Link?

Many pleadings filed electronically should be related or “linked” to another document on the docket report.

ECF prompts you to link the document you are filing to an existing document such as an affidavit, response to a motion, or notice of hearing.

If you forget to link a pleading when a linkage is required, the entry will be incomplete on the docket report or judges’ calendar. The secret to

linking is knowing when it is required.

The general rule for linking is: ***If the document you are filing relates to something else in the case record, then you must link it to that document.***

The list below provides basic guidance on linking and provides examples of common documents that require linkage in ECF.

If you ever have questions about

linking a document in ECF, please contact our **Help Desk** at **214-753-2600** or www.txnb.uscourts.gov/help. The clerk’s office will gladly assist you.

Tip! Did you know you could link to more than one document in ECF? Well, you can! For example, if you are filing a certificate of service on the plan, APD, and notice of §341 meeting, then you should link the certificate of service to the plan, APD, and §341 meeting of creditors.



Pleading	Should be linked to ...
Affidavit	Related motion or application
Notice of Hearing	Related motion/application or complaint you have set for hearing
Amended Notice of Hearing	Related motion/application or complaint you have set for hearing
Response or Objection	Related motion/application to which you are responding
Certificate of Service on §341 Meeting	First Meeting of Creditors
Certificate of Service on chapter 13 plan	Chapter 13 plan
Witness and Exhibit List	Related motion/application or complaint
Notice of withdrawal	Related motion/application you wish to withdraw
Notice of dismissal on a Complaint	Complaint
Notice/Certificate of no objection	Related motion/application to which you have no objection
Amended Complaint	Original Complaint
Answer to a Complaint	Original Complaint
Answer to an AMENDED Complaint	Amended Complaint
Amended Answer to a Complaint	Original Answer
Amended chapter 13 plan	Chapter 13 plan
Objection to Confirmation	Chapter 13 Final plan
Modified chapter 13 plan	Chapter 13 Final plan
Motion to Continue Hearing	Related motion/application or complaint
Brief	Related motion//application
Proposed Findings of Fact	Complaint
Motion to Expedite Hearing	Related motion/application or complaint you want set for hearing



Closed vs. Dismissed

- When a case has been fully administered (which includes, but is not limited to, the debtor receiving a discharge or all plan payments being made), the case will be closed.
- A closed case may be reopened for further proceedings, if necessary, by court order on motion and payment of the filing fee. The appropriate event to reopen a closed case is the **Motion to Reopen**.
- When a case has not been fully administered, for example, incomplete schedules, non-payment of filing fee, failure to attend §341 meeting, the case will be **dismissed**.
- An order dismissing a case is effective upon entry. There can be no further proceedings in a dismissed case unless the court vacates the dismissal order, thereby reinstating the case.
- The appropriate event to vacate a dismissal order is the **Motion to Vacate Dismissal Order and Reinstate**. This event can be found in the Motions/applications category, or Trustee/US Trustee category under the Bankruptcy menu.
- Do not use **Set Aside** or **Reconsider** to docket this event. To

Include Adversary Cover Sheet

The Adversary Proceeding Cover Sheet B104 must be filed with the complaint. In addition to being required by LBR 7003.1, the information helps us verify that the nature

of suit and parties entered in ECF are correct. A fillable PDF is available in the Forms area of our website.

Chapter 11 §341 Meeting Noticing

The debtor in possession or trustee is responsible for serving the §341 meeting notice in chapter 11 cases.

The implementation of ECF has not changed the requirements of LBR 2002.1(a)(1).



What Event Should I Use?

Are you unsure of the exact event to use in unusual circumstances or how to docket an event?

The ECF online user manual may help answer these types of ques-

Proof of Claim Address

When filing a Proof of Claim, use the address where notices should be sent. If the correct address is not listed in ECF, click on the Add Creditor link to add the creditor with a correct address. This will ensure that the creditor receives subsequent notices regarding the case.

tions. Go to the Event List for a view of ECF categories and events.

You can find the manual on the front page of our website at: www.txnb.uscourts.gov

assure the correct code is used, the generic **Motion to Vacate** has been removed from ECF. For motions other than **Vacate Discharge** or as above, **Vacate Dismissal**, use the **Motion to Set Aside**.

- The flag in the upper right-hand corner of the docket report will reflect if the case has been “closed” or “dismissed.”



/s/ Is Your Signature

Remember to type “/s/” in front of your name on all documents where your signature should be.



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