

SIGNED this 31st day of March, 2025.



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Craig A. Gargotta  
Chief United States Bankruptcy Judge

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United States Bankruptcy Judge

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United States Bankruptcy Judge

*Ronald B. King*  
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Ronald B. King  
United States Bankruptcy Judge

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF TEXAS**

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**ORDER ADOPTING ADMINISTRATIVE POLICIES AND PROCEDURES  
FOR ELECTRONIC FILING**

The United States Bankruptcy Court for the Western District of Texas hereby adopts the attached *Administrative Policies and Procedures for Electronic Filing*.

These procedures are effective April 1, 2025 and supersede the prior version of the procedures, which became effective on February 3, 2025.

These procedures may be amended from time to time by order of the Court.

IT IS ORDERED that the court adopts the attached *Administrative Policies and Procedures for Electronic Filing*, effective April 1, 2025.

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**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF TEXAS**



**Administrative Policies and Procedures  
for Electronic Filing**

**Revised April 1, 2025**

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## **I. Title, Scope, and Effective Date**

### **A. Title**

These procedures may be known and cited as *Administrative Policies and Procedures for Electronic Filing* (“Electronic Filing Procedures”).

### **B. Scope**

1. These Electronic Filing Procedures apply to all Divisions of the United States Bankruptcy Court for the Western District of Texas and supersede the *Administrative Procedures for the Filing, Signing, and Verifying of Documents by Electronic Means in Texas Bankruptcy Courts*, effective December 1, 2004.
2. These Electronic Filing Procedures do not supersede the Federal Rules of Bankruptcy Procedure, the Federal Rules of Civil Procedure, or the United States Bankruptcy Court for the Western District of Texas (“Court”) Local Rules of Practice.

### **C. Effective Date**

These Electronic Filing Procedures are effective April 1, 2025, and may be amended from time-to-time by order of the Court.

## **II. The Electronic Case Filing System**

### **A. Background and Definitions**

1. **CM/ECF.** The electronic case filing system is the Court’s internet-based automated system that receives and stores documents in electronic form. The program is part of the Case Management/Electronic Case Files (“CM/ECF”) software developed for the Federal Judiciary by the Administrative Office of the United States Courts. When a document has been filed electronically into a bankruptcy case or proceeding in CM/ECF, the official record is the electronic recording of the document as stored in the Court’s electronic case filing system.
2. **PACER.** The *Public Access to Court Electronic Records* (PACER) service provides electronic public access to federal court records. When a PACER account is linked to a local CM/ECF e-filing account (“PACER/ECF”), an Electronic Filer can use a single PACER login and password to view and electronically file documents in all federal courts where the Electronic Filer has permission to file.

3. **Electronic Filer.** An Electronic Filer is an individual authorized to file documents electronically into CM/ECF. Every Electronic Filer shall register through PACER for an account with a unique username and password. Electronic Filers are prohibited from sharing their login information with any other person for any reason and should regularly update their password for security purposes.
4. **Electronic Filing.** Electronic filing is the process for uploading a pleading or document, in portable document format (PDF), directly from an Electronic Filer's computer into a case or proceeding in CM/ECF. Sending a document or pleading to the Court or Clerk of Court ("Clerk") via e-mail does not constitute electronic filing.

## **B. Mandatory Electronic Filing**

All documents submitted for filing are required to be filed electronically using PACER/ECF unless otherwise provided by these Electronic Filing Procedures, the Court's Local Rules of Practice, or authorized by the Court. The Clerk shall not accept for filing any pleading or other document submitted in paper except by those filers, or under those conditions, specifically set forth below.

## **C. Electronic Filing by Attorneys, Bankruptcy Trustees and Non-Attorney Professionals**

1. **Attorneys.** Any attorney, including an attorney not admitted to practice before the Court, seeking to practice before the Court must register to become an Electronic Filer. An attorney seeking pro hac vice admission to practice before the Court should first register to become an Electronic Filer before filing a [Motion for Admission Pro Hac Vice](#).

***Practice Note:** An attorney seeking to practice before the Bankruptcy Court for the Western District of Texas must make application to the U.S. District Court for the Western District of Texas. [www.txwd.uscourts.gov](http://www.txwd.uscourts.gov).*

2. **Non-Attorney Trustees and Professionals.** A non-attorney bankruptcy trustee or other non-attorney professional may register and be authorized to become an Electronic Filer at the discretion of the Clerk.
3. **Authorized Filing Agents.** A "Filing Agent" is a user that is authorized to file on behalf of an Electronic Filer. A Filing Agent must have an individual PACER account and may be authorized to file on behalf of multiple Electronic Filers. Filing agents have the same access and permissions as the Electronic Filer. When logged into PACER/ECF, an Electronic Filer may [designate a Filing Agent](#) through the following menu: Utilities > Your Accounts > Maintain Your ECF Account > More User Information > Find

Filing Agent. This is the only approved method of allowing another party to file documents utilizing the credentials of an Electronic Filer.

**D. Electronic Filing by Creditors and Agents for Creditors**

1. **Creditors Represented by Counsel.** A creditor or an agent for a creditor, including an attorney-agent not admitted to practice before the Court, may register and be authorized to become an Electronic Filer for the purpose of filing a limited range of documents with the Court at the discretion of the Clerk. These documents include but are not limited to reaffirmation agreements, proofs of claim, transfers of claim, notice requests, notice of change of payment address, and notice of payment changes. The Clerk shall determine the precise scope of documents which may be filed through a creditor filing account.
2. **Pro Se Creditors.** A creditor that is not represented by counsel (“pro se creditor”) is not required to file documents electronically, unless the number of documents filed by an individual creditor exceeds six (6) per month. A pro se creditor may register and be authorized to become an Electronic Filer for the purpose of filing a limited range of documents with the Court at the discretion of the Clerk.

**E. Electronic Filing by Other Persons**

1. **Pro Se Debtors.** A Debtor without legal representation (pro se debtor) is not authorized to be an Electronic Filer.
2. **Filing by Non-Electronic Filers.** Documents, in paper format, presented for filing by non-Electronic Filers, including pro se debtors, pro se creditors, and other non-attorney parties, may be filed in person at any of the [Bankruptcy Clerk’s offices](#) within the District. Documents, in paper format, presented for filing by non-Electronic Filers may also be mailed to any of the Clerk’s offices within the District. The Clerk will electronically file properly presented documents on behalf of the non-Electronic Filer.
3. Clerk’s office addresses and telephone information may be found on the Court’s website, located at [www.txwb.uscourts.gov](http://www.txwb.uscourts.gov).

**F. Consent to Electronic Notice from Parties**

1. An Electronic Filer consents, in lieu of any right to service of any document by personal service or first-class mail from interested parties, to accept service from such parties via email through CM/ECF, except for the service of process of a summons and complaint in an adversary proceeding under Fed. R. Bankr. P. 7004, or the service of a subpoena under Fed. R. Bankr. P. 9016.

2. An Electronic Filer further consents, in lieu of any right to receive notice by first-class mail, including notice issued under Fed. R. Bankr. P. 2002(a) and 9022, to the receipt of notice via email through CM/ECF from the Court or from the Bankruptcy Noticing Center. The Bankruptcy Noticing Center serves orders, notices, and other documents on behalf of the Court.

#### **G. Emergency Filings**

In an emergency, or as otherwise allowed by the Court, an attorney not admitted to practice before the Western District of Texas and not having an office in this District, may file a document in paper form with the Clerk if it is impracticable to become an Electronic Filer or engage local counsel prior to filing the document. However, any paper filing must be accompanied by a separate motion seeking leave to file in paper form and showing cause for not becoming an Electronic Filer and for not engaging local counsel in time to file the document electronically. If the motion for leave is not granted, the document may be stricken by the Court without prior notice.

#### **H. CM/ECF Technical Failures**

If PACER/ECF is unable to accept filings for an extended period of time, a party whose filing is made untimely as the result of the technical failure may seek appropriate relief from the Court through filing of a motion. The Court shall determine whether a technical failure has occurred on a case-by-case basis.

### **III. Registration and Training**

#### **A. Electronic Registration**

1. **Step 1: Register for a PACER account.** To become an Electronic Filer, an individual must first register for an account through PACER at <https://pacer.uscourts.gov/register-account>.
  - a. Follow the on-line instructions to create an individual account. The [PACER User's Manual](#) is a helpful resource. For questions, please contact the PACER Service Center (PSC) at 800-676-6846 or [pacer@psc.uscourts.gov](mailto:pacer@psc.uscourts.gov).
  - b. A PACER account allows a user twenty-four-hour access to view federal case filings, which includes access to documents filed in bankruptcy cases pending with the Court. Fees may apply.
2. **Step 2: Register for CM/ECF E-Filing Account.** Registration to become an Electronic Filer in the Texas Western Bankruptcy Court is separate from and in addition to PACER registration. PACER allows a user to view docket

reports and documents stored in CM/ECF, while e-file registration allows an Electronic Filer to file documents in the Texas Western Bankruptcy Court CM/ECF system. A shared PACER account is not permitted to be linked to a local CM/ECF account; the PACER account must be registered to an individual.

- a. Registration for a Texas Western Bankruptcy Court CM/ECF e-filing account is completed through a user's PACER account. Follow the instructions provided at <https://pacer.uscourts.gov/register-account>.
- b. Once a registration request is completed, notification is sent to the Clerk. Electronic filing is not permitted until the Clerk reviews, processes, and approves the registration request. Training may be required.
- c. When a PACER account is linked to a Court CM/ECF e-filing account, the Electronic Filer may file documents electronically into PACER/ECF. When e-filing, an Electronic Filer will access the Texas Western Bankruptcy Court's CM/ECF system through the Electronic Filer's PACER account.
- d. Please call the [Clerk's office](#) if assistance is needed when registering for a Texas Western Bankruptcy Court CM/ECF e-filing account.

## **B. Training**

At the discretion of the Clerk, training and a competency exercise may be required depending on the user's familiarization with bankruptcy CM/ECF e-filing. Training prerequisites and resource materials may be found at <https://www.txwb.uscourts.gov/attorney-training-prerequisites>.

## **IV. Electronic Filing and Service of Documents**

### **A. Filing**

1. **Scope.** Except as stated otherwise below, any petition, complaint, motion, answer, objection, comment, response, memorandum of law, proof of claim, or other document in connection with a case or proceeding shall be filed electronically into PACER/ECF. Such document must be in portable document format ("PDF"). Malformed and poor-quality PDF documents are not acceptable for filing.
2. **Methodology.** Any document, together with any pleading attachments thereto, shall be electronically filed under one docket entry. The Electronic Filer is responsible for designating an appropriate title for the document by utilizing one of the docketing event categories provided by CM/ECF.


Pleading attachments shall be properly labeled to briefly describe the content of such attachment. Generic labels, such as “Attachment 1” are not acceptable.

3. **Certificate of Service.** Any required certificate of service shall be included as part of the main document and must comply with [L. Rule 9013-1](#). For parties not served through the Court’s electronic transmission facilities (CM/ECF *Notice of Electronic Filing* email) the certificate of service must list the full name and complete mailing address of each person/entity served. Please see *Section IV(D)* for additional information.

**Practice Note:** *Certificates of service are very important and are highly scrutinized by the Court. Electronic Filers must strictly comply with the [L. Rule 9013-1](#) requirement that the certificate of service list the full name and complete mailing address of each person/entity served, except when service is completed via CM/ECF email. A document containing a non-compliant certificate of service will be dismissed (stricken), and any associated filing fee will not be refunded.*

**Practice Note:** *Only Electronic Filers appearing in a case or proceeding receive emailed notice after a document is electronically filed into PACER/ECF. Other parties, including attorneys that are not registered as Electronic Filers, do not receive emailed notice of an electronically filed document. Such parties must be served via alternate means.*

*To determine Electronic Filers that will receive emailed notice through CM/ECF in a particular case, go to Query – Run Query – Party. Or go to Reports – Docket Report (ensure the “Links to Notices of Electronic Filing” box is checked) – Run Report and click on the “radio” button next to the most recent docket entry in the case to see the latest Notice of Electronic Filing, which provides a list of Electronic Filers that will receive electronic notice. The radio button is next to the document link in the docket entry (highlighted below).*

Filing Date	#	Docket Text
02/01/2023	 <a href="#">4</a> (2 pgs)	Meeting of Creditors & Notice of Appointment of Interim Trustee.

4. **Proposed Orders Due Upon Filing.** See *Section V* of these Electronic Filing Procedures for instructions for submitting proposed orders through the Court’s eOrders program within CM/ECF.

5. **Pleading Attachments.** See *Section IV(C)* of these Electronic Filing Procedures for instructions for filing attachments to documents.
6. **Redaction Requirement.** Prior to filing, a document must comply with the redaction requirements under Fed. R. Bankr. P. 9037.
7. **Official Form 121, Statement of Social Security Number.**
  - a. **Paper Submission.** Voluntary petitions submitted in paper format by pro se debtors must be accompanied by Official Form 121, Statement of Social Security Number. If the required statement is not submitted at the time of the filing of the voluntary petition, the case is subject to dismissal without further notice unless the same statement is submitted in the required format no later than one (1) business day after the filing of the petition.
  - b. **Electronic Submission.** When filing a new case electronically, the filing attorney shall provide the full nine-digit social security number in the case opening screen, or if using case upload software, the “debtor.txt” file should continue to contain the full social security number. Official Form 121, Statement of Social Security Number, shall not be filed. Rather, Electronic Filers shall file a Declaration for Electronic Filing as provided in *Section IV(B)(3)*, below.
  - c. **Amended Official Form 121, Statement of Social Security Number.** The debtor shall service all creditors and parties in interest copies of any amended Statement of Social Security Number. The debtor shall provide proof of service by filing a certificate of service indicating notice of the amended statement. The form of service shall comply with [Local Rule 9013-1](#).
8. **PDF File Limitations.** No single PDF file, whether containing a document or an attachment, should exceed 50 MB in size. Documents or attachments greater than 50 MB should be divided into multiple PDF files and accurately described to the Court. Please call the [Clerk’s office](#) any time filing assistance is needed.
9. **Motion to File Document Under Seal.** A motion to file a document under seal shall be filed electronically without attachment of the subject document for which protection is sought. The actual document to be sealed shall be filed conventionally, in paper, after the order granting the motion has been entered in accordance with [L. Rule 9018-1](#).
10. **Adversary Complaint and Summons.** A complaint must be filed electronically. When a complaint is filed, a summons is automatically generated by CM/ECF. Because service of the summons by electronic means is currently precluded under the Federal Rules of Civil Procedure, the

Electronic Filer shall print and timely serve the summons. Proof of perfected service of summons must be filed electronically. Please call the [Clerk's office](#) any time filing assistance is needed.

11. **Emergency and Expedited Hearing Requests.** Upon the filing of documents which require the immediate attention of the Court, such as requests for emergency or expedited hearings, an Electronic Filer shall immediately notify the applicable Courtroom Deputy or Case Manager by telephone. Please call the appropriate [divisional office of the Clerk](#) to be put in touch with the responsible Courtroom Deputy or Case Manager.
12. **Designation of Appellate Record.** A designation of the items to be included in the record on appeal pursuant to Fed. R. Bankr. P. 8009 must be electronically filed. Individual documents comprising the designated items included in the record of appeal will be transmitted electronically by the Clerk to the Appellate Court. Trial exhibits, however, not otherwise available in electronic format will be delivered to the Appellate Court by the Clerk via traditional delivery methods. Paper copies of the designated items to be included in the record on appeal are not required unless specifically requested by the Clerk.
13. **Filing Fees.** Certain documents require filing fees be paid at the time of filing. A fee schedule may be found on the Court's website at [www.txwb.uscourts.gov/filing-fee-information](http://www.txwb.uscourts.gov/filing-fee-information).

## **B. Signatures**

### **1. Signature Requirement.**

Subject only to the limited exceptions contained in *Section IV(B)(5)* below, a wet ink signature must be obtained on all documents where the debtor's signature is required, and a record of it must be retained as these rules require. However, except as provided in *subsection 3* below, regarding Declarations for Electronic Filing, a document filed by electronic means may:

- a. Contain a scanned image of any original, wet ink signature or an electronic signature affixed thereto; or
- b. Display an “/s/” with the name typed in the location at which the signature would otherwise appear such as:

/s/ Jane Doe; or

/s/ Jane Doe, Notary Public\*; or

/s/ Jane Doe, President, ABC Corporation.

\*If the “/s/” signature option is utilized for a notary public, the commission date for such notary public should be typed on the electronically submitted document.

## 2. Consequence of Login/Password Usage.

- a. Without relieving an Electronic Filer of the duty to comply with the signature requirement outlined above in Section IV(B)(1), the filing of any document shall constitute an Electronic Filer’s signature for purposes of signing the document under Fed. R. Bankr. P. 9011 or any other signature requirement imposed by the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, or any local rule of the Court.
- b. No person shall knowingly utilize or cause another person to utilize the PACER/ECF login of an Electronic Filer unless such a person is an authorized Filing Agent of the Electronic Filer.
- c. An Electronic Filer is responsible for all documents filed using the Electronic Filer’s PACER/ECF login for purposes of Fed. R. Bankr. P. 9011 or any other requirement imposed by the Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, or any local rule of the Court.
- d. An attorney Electronic Filer that opens a bankruptcy case or adversary proceeding on behalf of a debtor becomes the attorney of record for that debtor, until and unless allowed to withdraw from representation by order of the Court pursuant to [L. Rule 9010-1](#).
- e. An attorney Electronic Filer that files a document, other than a proof of claim or interest, on behalf of a creditor becomes the attorney of record for that creditor until and unless a notice of the withdrawal is filed under [L. Rule 9010-1](#).
- f. Except as set forth in *Section IV(B)(5)* below and as otherwise ordered by the Court, utilizing commercially available digital signature technology, such as DocuSign or Adobe Digital Signature, is not permitted in lieu of an original wet ink signature.

## 3. Declaration for Electronic Filing.

- a. Contemporaneous with the filing by electronic means of a bankruptcy petition, list, schedule, or statement that requires verification or an unsworn declaration under Fed. R. Bankr. P. 1008, the Electronic Filer shall file with the Court in electronic format the appropriate Declaration which has been executed by any individual debtor or by the authorized representative of any corporate or partnership debtor.

- b. Such Declaration shall substantially conform to either [Exhibit B-1, B-2, or B-3](#) to these Electronic Filing Procedures.
- c. Such Declaration shall be an exact image of the original containing the wet ink signature of any individual debtor or the wet ink signature of the authorized representative of any corporate or partnership debtor.
- d. Since a Declaration contains personally identifiable information it must not be attached to the petition, list, schedule, or statement. Rather, the Declaration must be electronically filed as a separate document using the specific CM/ECF docketing event “**Declaration for Electronic Filing (Restricted Document)**” and linked to the petition, list, schedule, or statement to which the Declaration pertains. Filing the Declaration in this precise manner ensures that the document is restricted from public view upon filing.

#### 4. **Retention of Documents with Third-Party Signatures.**

Except as set forth in *Section IV(B)(5)* below and as otherwise ordered by the Court, documents, including Declarations of Electronic Filing, which contain the original wet ink signature of any party other than the Electronic Filer shall be retained by the Electronic Filer for a period of not less than five (5) years after the case or proceeding is closed. Upon request, the original document must be provided to the Court or other parties for review.

#### 5. **Limited Exceptions to the Wet Ink Signature Requirement.**

- a. **With Consent of Attorney-Parties.** An Electronic Filer may submit a document that is electronically signed by several parties without obtaining a wet ink signature if: (1) the party whose electronic signature is listed is a lawyer authorized to practice within the Western District of Texas, (2) the Electronic Filer obtains the signing party’s written consent (email is acceptable) to affix the signing party’s electronic signature to the document; and (3) the Electronic Filer denotes that they have obtained such permission by placing “(with permission)” after the electronic signature. Evidence of the signing party’s written consent shall be retained by the Electronic Filer for a period of not less than five (5) years after the case or proceeding is closed. Upon request, the original document must be provided to the Court or other parties for review.
- b. **Appendix L-3015-1, Declaration of the Debtor Concerning Confirmation Requirements.** An Electronic Filer may submit an electronically signed local form [Appendix L-3015-1, Declaration of the Debtor Concerning Confirmation Requirements](#), as provided under [L. Rule 3015-1\(e\)](#), without obtaining a debtor’s wet ink

signature if the Electronic Filer first obtains the debtor's written consent to affix the debtor's electronic signature to the document. Email or commercially available digital signature technology is acceptable. Evidence of the debtor's written consent shall be retained by the Electronic Filer for a period of not less than five (5) years after the case or proceeding is closed. Upon request, the original document evidencing the debtor's consent must be provided to the Court or other parties for review.

- c. **Appendix L-4004-1, Certification of Eligibility for Chapter 13 Discharge after Completion of Plan Payments.** An Electronic Filer may submit an electronically signed local form [Appendix L-4004-1, Certification of Eligibility for Chapter 13 Discharge after Completion of Plan Payments](#), as provided under [L. Rule 4004-1\(d\)\(2\)](#), without obtaining a debtor's wet ink signature if the Electronic Filer first obtains the debtor's written consent to affix the debtor's electronic signature to the document. Email or commercially available digital signature technology is acceptable. Evidence of the debtor's written consent shall be retained by the Electronic Filer for a period of not less than five (5) years after the case or proceeding is closed. Upon request, the original document evidencing the debtor's consent must be provided to the Court or other parties for review.

### **C. Pleading Attachments**

1. **Definition.** A "pleading attachment" is any document filed in support of, or in conjunction with, any pleading or proof of claim filed with the Court. A pleading attachment shall be submitted as a PDF attachment to, and docketed with, the main document.

***Exception: Memorandum of Law.** A memorandum of law pertaining to a pleading must be filed separately and linked as a related document to such pleading.*

2. **Affidavits.** The digital representation of an affidavit filed pursuant to the directives of this Section shall be construed as a valid affidavit upon which the Court shall be entitled to rely. At the request of the Court or upon any dispute regarding the validity of the underlying affidavit, the Electronic Filer shall produce the originally- executed affidavit at any scheduled hearing pertaining to the matter.
3. **Trial Exhibits.** Unless the Court directs otherwise in a specific case or adversary proceeding, exhibits in paper format shall be provided to the Court and exchanged with opposing counsel pursuant to [L. Rule 7016-1\(g\)](#).

## **D. Service**

1. **Fulfillment of Service Requirements.** When a document is electronically filed, CM/ECF generates and serves via email a *Notice of Electronic Filing* or, if so elected, a *Daily Summary Report of Bankruptcy Filings* on all Electronic Filers who appear in the case or proceeding. Service of the *Notice of Electronic Filing* or *Daily Summary Report of Bankruptcy Filings* is the equivalent of service of the document by the Electronic Filer. Any certificate of service required under [L. Rule 9013-1](#) must list the full name and complete mailing address of each person/entity served, except when service is completed by CM/ECF *Notice of Electronic Filing* (email).

***Practice Note:** Only Electronic Filers appearing in a case or proceeding receive emailed notice after a document is electronically filed into PACER/ECF. Other parties, including attorneys that are not registered as Electronic Filers, do not receive emailed notice of an electronically filed document. Such parties must be served via alternate means.*

2. **Service of Paper Documents.** The Electronic Filer must serve a filed document in paper format (or by some other means authorized), upon the debtor(s), if required, as well as upon any party entitled to service who is not registered as an Electronic Filer and is not, therefore, listed as a recipient of electronic notice on the *Notice of Electronic Filing*. Any supplemental certification regarding the service of documents must be filed electronically.
3. **Electronic Service of Summons/Complaint/Subpoena Prohibited.** Service of a summons and complaint under Fed. R. Bankr. P. 7004 or of a subpoena under Fed. R. Bankr. P. 9016 by electronic means is prohibited by the Federal Rules of Civil Procedure.

## **E. Consequences of Electronic Filing**

When a document is electronically filed, it is deemed “filed” as of the date and time noted on the *Notice of Electronic Filing*. A document is filed on a particular day if the docketing process is completed prior to midnight in the Central time zone, or, in the El Paso division, prior to midnight in the Mountain time zone.

## **V. Submission of Orders**

### **A. General Provisions**

1. **Cover Sheet Not Required.** A cover sheet is not required for any proposed order electronically uploaded into the Court’s eOrders program within CM/ECF.

2. **Restrictions on Fonts.** The basic fonts used in PDF documents must be Arial, Courier, Helvetica, Times or Times New Roman (Regular, bold, italic, and bold italic). Other fonts may not process correctly through the Bankruptcy Noticing Center.
3. **Affixing Signatures.** Required signatures of parties or their respective attorneys on any agreed order or judgment may be documented through any means authorized under *Section IV(B)* of these Electronic Filing Procedures.

## **B. Specific Directives on Orders**

1. **Submission of Proposed Order Upon Filing.** For all motions, applications, objections to claims, and other requests for relief, including those with “negative notice language” (bankruptcy case or adversary proceeding), the Electronic Filer at the time of filing must separately submit a proposed order by electronic means using the Court’s eOrder program in CM/ECF. The proposed order must also be attached as an exhibit to the motion. See [L. Rule 9013-1\(b\)](#).

***Exception: Orders Regarding Applications to Pay Filing Fees in Installments.*** Orders regarding applications to pay filing fees in installments are considered administrative orders whereby the Clerk issues and enters the order. A proposed order is not required.

***Practice Note:*** Use one of the following docketing events to upload a proposed order into the Court’s eOrder program in CM/ECF (additional information is provided below in Section V(C):

*Adversary Events → Order Upload → Single Order Upload*

*Bankruptcy Events → Order Upload → Single Order Upload*

2. **Submission of Agreed and Court-Directed Orders and Judgments.** The submission of proposed orders and judgments to the Court, whether by agreement of the parties prior to a scheduled hearing or trial, or pursuant to a directive of the Court issued at the conclusion of a hearing or trial, shall be accomplished by electronic means using the Court’s eOrder program in CM/ECF.
3. **Specifications.** All proposed orders shall comply with [L. Rule 9004-1](#) and must conform to the following specifications:
  - a. The top margin on the FIRST PAGE must be four (4) inches. All other pages of the order will have a top margin of one (1) inch.
  - b. To assist the Court in verifying that the “entire” body of the submitted order has been properly transmitted, the LAST LINE in the order must

consist of three (3) pound symbols (# # #) which is centered in the middle of the page to indicate that the order is completed.

- c. A line for the date and a signature line for the judge is omitted. All orders will be signed electronically by the judge in the space provided by the top margin on the first page.
- d. All orders prepared by legal counsel shall indicate the name of the law firm, the name of the attorney responsible for the order, the mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the order, after the line containing the three (3) pound symbols.
- e. If the submitting party wishes to indicate to whom copies of the signed order should be sent, those parties' names and addresses shall be included on the order, after the line containing the three (3) pound symbols.

### **C. Uploading a Proposed Order into the Court's eOrders Program**

Instructions for uploading a proposed order into the Court's eOrders program is provided on the Court's website at

<https://www.txwb.uscourts.gov/sites/txwb/files/Order%20Upload.pdf>.

## **VI. Public Access to the Docket**

### **A. Internet Access**

1. **Access through PACER.** Any person may obtain access to the documents and dockets maintained by the Court through PACER at <https://pacer.uscourts.gov/>. Access requires registration with PACER.
2. **Fees may Apply Except for One-Time "Free Look."** PACER fees may apply, except that parties who are served via email through CM/ECF with a *Notice of Electronic Filing* have one opportunity to view, save, or print that document without charge by utilizing the hyperlink which appears in that Notice.
3. **Protective Orders.** Any person may move the Court for an order limiting electronic access to, or prohibiting the electronic filing of, specifically identified materials upon the grounds that the utilization of electronic access or electronic filing is likely to prejudice the privacy interests of an affected party.

**B. Public Access at the Clerk's Offices**

Public access to the information stored in CM/ECF may be obtained without charge in each divisional office of the Clerk during regular business hours, excluding federal holidays and extraordinary circumstances (i.e., delayed openings due to inclement weather).

**C. Conventional Copies and Certified Copies**

Conventional copies and certified copies of documents stored in CM/ECF may be purchased in each divisional office of the Clerk during regular business hours, excluding federal holidays and extraordinary circumstances (i.e., delayed openings due to inclement weather). The fee for copying and certification is prescribed by 28 U.S.C. §1930. A fee schedule may be found on the Court's website at [www.txwb.uscourts.gov/filing-fee-information](http://www.txwb.uscourts.gov/filing-fee-information).

**Exhibit B-1**

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF TEXAS**

IN RE:

\_\_\_\_\_

Debtor(s)

§  
§  
§  
§  
§

Case No. \_\_\_\_\_

Chapter \_\_\_\_\_

**DECLARATION FOR ELECTRONIC FILING OF BANKRUPTCY  
PETITION, LISTS, STATEMENTS, AND SCHEDULES**

**PART I: DECLARATION OF PETITIONER:**

As an individual debtor in this case, or as the individual authorized to act on behalf of the corporation, partnership, or limited liability company seeking bankruptcy relief in this case, I hereby request relief as, or on behalf of, the debtor in accordance with the chapter of title 11, United States Code, specified in the petition to be filed electronically in this case. I have read the information provided in the petition, lists, statements, and schedules to be filed electronically in this case and *I hereby declare under penalty of perjury* that the information provided therein, as well as the social security information disclosed in this document, is true and correct. I understand that this Declaration is to be filed with the Bankruptcy Court contemporaneously with the petition, lists, statements, and schedules. I understand that a failure to file the signed original of this Declaration will result in the dismissal of my case.

*[Only include for Chapter 7 individual petitioners whose debts are primarily consumer debts] – I am an individual whose debts are primarily consumer debts and who has chosen to file under chapter 7. I am aware that I may proceed under chapter 7, 11, 12, or 13 of title 11, United States Code, understand the relief available under each chapter, and choose to proceed under chapter 7.*

*[Only include if petitioner is a corporation, partnership or limited liability company] – I hereby further declare under penalty of perjury that I have been authorized to file the petition, lists, statements, and schedules on behalf of the debtor in this case.*

Date: \_\_\_\_\_.

\_\_\_\_\_  
John Doe, Debtor  
Soc. Sec. No. \_\_\_\_\_

\_\_\_\_\_  
Jane Doe, Joint Debtor  
Soc. Sec. No. \_\_\_\_\_

OR

John Doe, Position/Capacity  
Tax ID/EIN \_\_\_\_\_

**PART II: DECLARATION OF ATTORNEY:**

I declare *under penalty of perjury* that: (1) I will give the debtor(s) a copy of all documents referenced by Part I herein which are filed with the United States Bankruptcy Court; and (2) I have informed the debtor(s), if an individual with primarily consumer debts, that he or she may proceed under chapter 7, 11, 12, or 13 of title 11, United States Code, and have explained the relief available under each such chapter.

Date: \_\_\_\_\_.

\_\_\_\_\_  
Attorney Name

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF TEXAS

IN RE:

\_\_\_\_\_

Debtor(s)

§
§
§
§
§

Case No. \_\_\_\_\_

Chapter \_\_\_\_\_

DECLARATION FOR ELECTRONIC FILING OF BANKRUPTCY
PETITION AND MASTER MAILING LIST (MATRIX)

PART I: DECLARATION OF PETITIONER:

As an individual debtor in this case, or as the individual authorized to act on behalf of the corporation, partnership, or limited liability company seeking bankruptcy relief in this case, I hereby request relief as, or on behalf of, the debtor in accordance with the chapter of title 11, United States Code, specified in the petition to be filed electronically in this case. I have read the information provided in the petition and in the lists of creditors to be filed electronically in this case and I hereby declare under penalty of perjury that the information provided therein, as well as the social security information disclosed in this document, is true and correct. I understand that this Declaration is to be filed with the Bankruptcy Court contemporaneously with the petition and lists of creditors. I understand that a failure to file the signed original of this Declaration will result in the dismissal of my case.

[Only include for Chapter 7 individual petitioners whose debts are primarily consumer debts] - I am an individual whose debts are primarily consumer debts and who has chosen to file under chapter 7. I am aware that I may proceed under chapter 7, 11, 12, or 13 of title 11, United States Code, understand the relief available under each chapter, and choose to proceed under chapter 7.

[Only include if petitioner is a corporation, partnership or limited liability company] - I hereby further declare under penalty of perjury that I have been authorized to file the petition and lists of creditors on behalf of the debtor in this case.

Date: \_\_\_\_\_
John Doe, Debtor Soc. Sec. No. \_\_\_\_\_ Jane Doe, Joint Debtor Social Sec. No. \_\_\_\_\_

OR
John Doe, Position/Capacity
Tax ID/EIN \_\_\_\_\_

PART II: DECLARATION OF ATTORNEY:

I declare under penalty of perjury that: (1) I will give the debtor(s) a copy of all documents referenced by Part I herein which are filed with the United States Bankruptcy Court; and (2) I have informed the debtor(s), if an individual with primarily consumer debts, that he or she may proceed under chapter 7, 11, 12, or 13 of title 11, United States Code, and have explained the relief available under each such chapter.

Date: \_\_\_\_\_
Attorney Name

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF TEXAS

IN RE:

\_\_\_\_\_

Debtor(s)

§
§
§
§
§

Case No. \_\_\_\_\_

Chapter \_\_\_\_\_

DECLARATION FOR ELECTRONIC FILING OF AMENDED PETITION, ORIGINAL/AMENDED BANKRUPTCY STATEMENTS AND SCHEDULES, AND/OR AMENDED MASTER MAILING LIST (MATRIX)

As an individual debtor in this case, or as the individual authorized to act on behalf of the corporation, partnership, or limited liability company named as the debtor in this case, I hereby declare under penalty of perjury that I have read

- the original statements and schedules to be filed electronically in this case
the voluntary petition as amended on the date indicated below and to be filed electronically in this case
the statements and schedules as amended on the date indicated below and to be filed electronically in this case
the master mailing list (matrix) as amended on the date indicated below and to be filed electronically in this case

and that the information provided therein is true and correct. I understand that this Declaration is to be filed with the Bankruptcy Court contemporaneously with the statements, schedules, and/or amended petition. I understand that a failure to file the signed original of this Declaration as to any original statements and schedules will result in the dismissal of my case and that, as to any amended petition, statement, schedule or matrix, such failure may result in the striking of the amendment(s).

[Only include if petitioner is a corporation, partnership or limited liability company] - I hereby further declare under penalty of perjury that I have been authorized to file the statements, schedules, and/or amended petition or amended matrix on behalf of the debtor in this case.

Date: \_\_\_\_\_.

John Doe, Debtor

Jane Doe, Joint Debtor

Date: \_\_\_\_\_.

Attorney Name