



CM/ECF Instructions – Docketing Loan Modification Program Pleadings

The United States Bankruptcy Court for the Western District of Texas has adopted a Loan Modification Program (LMP) to provide a uniform procedure to allow Chapter 13 Debtors, Lenders, and other parties to negotiate a potential modification of an Eligible Loan. The goal of the Loan Modification Program is to facilitate communication between the parties; provide for the confidential exchange of information and documents; and to encourage the parties to finalize a feasible, consensual, and beneficial loan modification. The LMP uses an internet portal for the exchange of documents and information between debtors and mortgage servicers supervised by an independent facilitator.

There are thirteen mandatory LMP forms/orders for use throughout this process. As with any pleading, the forms/orders must be edited/updated based on the facts and circumstances of each case prior to filing, but the boilerplate language shall not be altered. Moreover, the Bankruptcy Clerk's office has programmed certain CM/ECF docketing events that coincide with the forms. Instructions on how to docket LMP pleadings follows.

Below is a list of the LMP forms and docketing directions:

- LMP Form 1 *Initial Notice of Loan Modification Matter*
- LMP Form 2 *Motion to Add an Additional Party to Loan Modification Matter*
- LMP Form 3 *Consent to Participate in Loan Modification Matter by Additional Party*
- LMP Form 4 *Notice of Extension of Loan Modification Matter*
- LMP Form 5 *Motion to Extend the Duration of Loan Modification Matter*
- LMP Form 6 *Motion to Terminate Loan Modification Matter*
- LMP Form 7 *Notice of Non-Compliance Regarding Loan Modification Matter*
- LMP Form 8 *Notice Substituting Servicer Regarding Loan Modification Matter*
- LMP Form 9 *Notice of Trial Period Payments Regarding Loan Modification Matter*

- LMP Form 10 *Order Approving Trial Period Payments*
- LMP Form 11 *Motion to Approve Loan Modification Agreement*
- LMP Form 12 *Order Approving Loan Modification Agreement*
- LMP Form 13 *Order Denying Approval of Loan Modification Agreement*

Motions

All motions are located under **Bankruptcy Events: Motions/Applications.**

Available Events (click to select events)

- Motion to Add an Additional Party to Loan Modification Matter**
- Motion to Approve Loan Modification Agreement
- Motion to Extend the duration of Loan Modification Matter
- Motion to Terminate Loan Modification Matter

Next Clear

Select the motion type being filed and continue by attaching the appropriate Motion pdf form.

If it is necessary to refer to existing events in the case, check the box and select the docket event that is related to the pending transaction. Otherwise leave unchecked and proceed to complete the entry.

Refer to existing event(s)?

Next Clear

Notices

All notices are located under **Bankruptcy Events: Other.**

Available Events (click to select events)

- Consent to Participate in Loan Modification Matter by Additional Party**
- Final Loan Modification Matter Report
- Initial Notice of Loan Modification Matter
- Notice of Extension of Loan Modification Matter
- Notice of Non-Compliance rel Loan Modification Matter

Next Clear

Select the type of notice being filed and continue by attaching the appropriate Notice pdf form.

If it is necessary to refer to existing events in the case, check the box and select the docket event that is related to the pending transaction. Otherwise leave unchecked and proceed to complete the entry.

Refer to existing event(s)?

Next

Clear