

***ADMINISTRATIVE PROCEDURES
FOR THE FILING, SIGNING, AND
VERIFYING OF DOCUMENTS
BY ELECTRONIC MEANS
IN TEXAS BANKRUPTCY COURTS***

Effective December 1, 2004

(Revised February 1, 2019)

- (a) For orders pertaining to contested matters, the “Upload for Agreed and Court-Directed Orders” link in the “Bankruptcy Event” section of the System should be used.
- (b) For judgments or orders pertaining to adversary proceedings, the “Upload for Agreed and Court-Directed Orders and Judgments” link in the “Adversary Event” section of the System should be used.

- 3. **Submission Prior to Hearing.** If an agreed order or judgment which completely resolves all matters in dispute is submitted to the Court by electronic means at any time prior to a scheduled hearing or trial, the scheduled hearing or trial shall be canceled and the attendance of the parties at that scheduled hearing or trial shall be excused.
- 4. **Specifications.** Any type of order or judgment submitted by electronic means in the Eastern District shall be submitted in a traditional format, concluding with an open space of not less than 1.5 inches in length for the affixing of the judge's signature. This space shall be in lieu of the traditional dateline and signature block.

E. Specific Directives on Orders: Western District.

- 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) filed in the Western District of Texas, the Electronic Filer at the time of filing must separately submit a proposed order by electronic means using the Court’s Order Upload feature in the System. The proposed order must also be attached as an exhibit to the motion. See L.R. 9013(b).

Exception¹: Orders Pertaining to Wage Withholding and Filing Fee Installments. Requests for entry of order to pay wages and applications to pay filing fee in installments are considered administrative orders and proposed orders regarding these two pleadings shall be submitted as an attachment to the main document upon filing.

- 2. **Submission of Agreed and Court-Directed Orders and Judgments.** The submission of 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 Order Upload feature in the System.
- 3. **Specifications.** Except as otherwise directed below, all orders submitted by electronic means in the Western District of Texas 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 to be 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 desirable, 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.

V. PUBLIC ACCESS TO THE DOCKET

A. Internet Access.

- 1. Access Through Websites.** Any person may obtain access to the documents and dockets maintained by the Texas Bankruptcy Courts through their respective websites:

Northern District: www.txnb.uscourts.gov

Southern District: www.txs.uscourts.gov

Eastern District: www.txeb.uscourts.gov

Western District: www.txwb.uscourts.gov

Such Internet access requires registration with the PACER Service Center at www.pacer.psc.uscourts.gov (or 1-800-676-6856) and, in accordance with the mandate of the Judicial Conference of the United States, a user fee will be charged, except that parties who are served with a document through the use of the “Notice of Electronic Filing” generated by the Court’s transmission facilities have one opportunity to view, save, or print that document without charge by utilizing the hyperlink which will appear in that Notice.

- 2. Protective Orders.** Any person may move the Authorizing 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 Court.

Public access to the information maintained in an electronic format by the Texas Bankruptcy Courts 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 maintained in an electronic format may be purchased in each divisional office of the Clerk during business hours. The fee for copying and certification is prescribed by 28 U.S.C. §1930.

File a Motion:

03-70029-rbk Alexander Jones Washington and Mary Lynn Washington

U.S. Bankruptcy Court

Western District of Texas

Notice of Electronic Filing

The following transaction was received from Sugarplum, Loretta A. entered on 11/29/2004 at 2:41 PM CST and filed on 11/29/2004

Case Name: Alexander Jones Washington and Mary Lynn Washington

Case Number: 03-70029-rbk

Document Number: 9

Docket Text:

Motion to Avoid Lien with Sears (*20 Day Objection Language*) filed by Loretta A. Sugarplum for Debtors Alexander Jones Washington, Mary Lynn Washington (Sugarplum, Loretta)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:C:\cmecf\amd_claim_0404.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=988230274 [Date=11/29/2004] [FileNumber=84067-0]
[15bceabcbe4c41bd54b7d962cb3247a0fda4e620970f3cd14ceace3db2f877a2a8c86
7143392a252e31e6d86dcf876703c5b06a133fe6fcb9d0237a2451458af]]

03-70029-rbk Notice will be electronically mailed to:

David H. Williams david_h_williams@txwb.uscourts.gov

03-70029-rbk Notice will not be electronically mailed to:

Christy Carouth
406 Oak Glen
San Angelo, TX 76909

Janet S Casciato-Northrup
4615 SW Freeway #410
Houston, TX 77027

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE [insert] DISTRICT OF TEXAS

IN RE:

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Case No. _____

Debtor(s)

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 within five (5) business days after the petition, lists, statements, and schedules have been filed electronically. 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

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: _____
A. Lawyer, Attorney for Debtor

Exhibit B-2 to Appendix 5005: If filing "bare-bones" petition, matrix, & 20 largest unsecured list.

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE [insert] DISTRICT OF TEXAS

IN RE:

Debtor(s)

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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 within five (5) business days after the petition and lists of creditors have been filed electronically. 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
Soc. Sec. No. _____

OR
John Doe, Position/Capacity

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: _____.

A. Lawyer, Attorney for Debtor

Exhibit B-3 to Appendix 5005: If filing schedules/statements subsequent to petition date or amendments of petition, matrix, schedules or statements.

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE [insert] DISTRICT OF TEXAS

IN RE:

Debtor(s)

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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 within five (5) business days after such statements, schedules, and/or amended petition or matrix have been filed electronically. 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
OR
John Doe, Position/Capacity

Jane Doe, Joint Debtor