

**United States District Court
Southern District of Texas**

What's New with Version 2

Bankruptcy Electronic Case Filing

Opening New Cases

1. Judge / Trustee assignment prompt when filing new petitions.

New screen. You must click the button to have a Judge and Trustee randomly assigned to your case. When opening new cases, it is very important to have Social Security Number or Tax ID, Zip Code and County entered in the appropriate fields. Without these, the system will not assign a judge or trustee. The confirmation page (Notice of Electronic Filing) will no longer display Judge or Trustee information on new filings.

2. Open Involuntary Case:

Petitioning Creditor may enter all debtor and creditor information at the time of filing.

Other Filing Clarifications

1. Motion to Sever -vs- Motion to Dismiss Joint Debtor:

- * Motion to Sever - Filing Fee Applied. A new case number will be assigned by the Clerks office at the time the order is signed.
- * Motion to Dismiss Joint Debtor - Dismissed debtor will be terminated from this case. No new case will be opened.

2. Proposed Orders:

Use the Proposed Order Submission After Hearing (Greensheet) event for all orders filed under greensheet.

Use the Proposed Order event to add proposed orders, including Agreed Orders not filed other than at the request of the judge, to existing motions.

Email Notification

Daily Summary Report to include complete docket text:

The Daily Summary Report option for email notices of document filing will begin to include the complete text of the docket entry for each filed document.

If you have any questions about the system, or see anything that looks unusual,

Call the Help Desk toll-free at

866-358-6201