

ECF Filing Instructions for the Debtor's Certification and Motion for Entry of Chapter 13 Discharge

Abilene, Amarillo and San Angelo Divisions Only

Upon receipt of the Notice of Plan Payment Completion from the Trustee's office, the Debtor has 21 days to file the Certification for Discharge. Failure to file the Certification within the 21 days will result in the Clerk closing the case without the debtor receiving a discharge, and fees to reopen the case will apply. Please note that you will not be able to file the Certification until the Trustee's office has filed their Notice of Plan Payment Completion. **All Certification and Motions for Discharge in the Abilene, Amarillo and San Angelo Divisions will have a hearing.** Please note that a pre-hearing will only be held if a response is filed, but all information regarding the pre-hearing notice and certificate of service must be complete when the certification is filed. All pre-hearings for cases where Walter O'Cheskey is Trustee should be set for 8:30 a.m. at the same location as the hearing.

A separate Motion must be filed for each debtor, the template can be found at the Clerk's website <http://www.txnb.uscourts.gov/forms/> or the Trustee's website <http://extranet.ch13-12westtex.org>. Be sure to choose the correct template from either of these sites. **The correct template has a hyperlink as: Abilene, Amarillo, Lubbock and San Angelo.** Please note that this template includes a notice of hearing and pre-hearing conference and a certificate of service. Be sure to generate a Certification and Motion for each debtor in separate pdfs before you begin to file them via ECF.

Filing the Debtor's Certification and Motion

1. Choose Motions/Applications.



2. Enter Case Number. Choose Next.

MECF Bankruptcy

File a Motion

Case Number

06-20011 99-12345, 1:99-bk-12345 or 1-99-bk-12345

Next Clear

3. Choose Next.

MECF Bankruptcy • Adversary

File a Motion

06-20011-13 Benjamin A Dover and Eileen D. Dover

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

Next Clear

4. Choose 'Debtor's Certification and motion for entry of chapter 13 discharge'. Choose Next.

MECF Bankruptcy • Adversary •

File a Motion:

06-20011-13 Benjamin A Dover and Eileen D. Dover

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#)

Convert case 12 to 13
Convert case 12 to 7
Convert case 13 to 11
Convert case 13 to 7
Convert case 7 to 11
Convert case 7 to 12
Convert case 7 to 13
Debtor(s) certification and motion for entry of chapter 13 discharge

Joint filing with other attorney(s).

Next Clear

5. If both debtors are eligible, select both debtor names by using the Ctrl key and your mouse. If only one debtor is eligible, select that debtor's name only. Choose next.

MECF Bankruptcy • Adversary •

File a Motion:

06-20011-13 Benjamin A Dover and Eileen D. Dover

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#)

Select the Party:

[Add/Create New Party](#)

6. If both debtors are eligible for discharge, select browse and attach the Certification and Motion for Debtor 1. Select "Yes" for the "Attachments to Document" option. If only one debtor is eligible, you will not need to select "Yes".

MECF Bankruptcy • Adversary •

File a Motion:

06-20011-13 Benjamin A Dover and Eileen D. Dover

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

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Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

7. Browse and select the pdf file containing the Joint Debtor's Certification and Motion for entry of chapter 13 discharge. Type "Joint Debtor's Certification and Motion for Entry of Chapter 13 Discharge" in the description box in step 2. Click on the "Add to List" button. Please note that this screen will not appear if you select "No" in the previous step. Choose Next.

MECF Bankruptcy • Adversary • Query • Reports •

File a Motion:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)
Type: bk Chapter: 13 v Office: 2 (Amarillo)
Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#) [Status](#) [Pending Motions](#) [Creditors](#) [Cla](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type, and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\Documents and Settings\brad.CH13-12WESTTEX\Desktop\test.pdf	<input type="button" value="Add to List"/>
	<input type="button" value="Remove from List"/>

8. Choose Next.

MECF Bankruptcy • Adversary • Query

File a Motion:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)
Type: bk Chapter: 13 v Office: 2 (Amarillo)
Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#) [Status](#)

Please ensure you have used the correct **Abilene/Amarillo/Lubbock/San Angelo-specific** form motion for this entry

9. Choose Next.

MECF Bankruptcy • Adversary • Query • Reports

File a Motion:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

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DOCKET A NOTICE OF HEARING REGARDING THIS MOTION IMMEDIATELY AFTER COMPLETION OF THIS EVENT

10. Check the box next to "Cert and Motion for Discharge" to satisfy the due date. The text may be different due to selections in previous steps. Choose Next.

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Motion:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#) [Status](#) [Pending Motions](#) [Creditors](#) [Claims Register](#)

Terminate Pending Deadlines

All deadlines with a check mark will be terminated. It is not necessary to remove the date if a deadline will not be terminated.

Filing Date #	Docket Text
04/04/2008 <input type="checkbox"/>	Trustee's notice of certification of plan payment completion for Debtor, Benjamin A Dover, and Joint debtor, Eileen D Dover, with Certificate of Service attached. Certification and motion for entry of Chapter 13 discharge due: 4/24/2008. (Attachments: # (1) Trustee Notice for Joint Debtor)(O'Cheskey01, Train)
<input checked="" type="checkbox"/>	Cert. and Motion for Discharge 04/24/2008 Date Terminated: 4/4/2008

11. Add any modify text needed. Choose Next.

MECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Motion:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

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Docket Text: Modify as Appropriate.

Debtor's certification and motion for entry of Chapter 13 discharge pursuant to 11 U.S.C. section 1328(a). Filed by Debtor Benjamin A Dover , Joint Debtor Eileen D. Dover (Attachments: # (1) Joint Debtor Certification and Motion) (O'Cheskey01, Train)

12. Verify Text. Choose Next.

ECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Motion:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#) [Status](#) [Pending Motions](#) [Creditors](#) [Claims Register](#)

Docket Text: Final Text

Debtor's certification and motion for entry of Chapter 13 discharge pursuant to 11 U.S.C. section 1328(a). Filed by Debtor Benjamin A Dover, Joint Debtor Eileen D. Dover (Attachments: # (1) Joint Debtor Certification and Motion) (O'Cheskey01, Train)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

13. Verify receipt.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

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Filed: 10/17/2006 Closed:
Reopen: Dismissed:
Converted: Discharged:

U.S. Bankruptcy Court
Northern District of Texas (train)

Notice of Electronic Filing

The following transaction was received from O'Cheskey01, Train entered on 4/4/2008 at 10:17 AM CDT and filed on 4/4/2008

Case Name: Benjamin A Dover and Eileen D. Dover
Case Number: [06-20011-13](#)
Document Number: [5](#)

Docket Text:
Debtor's certification and motion for entry of Chapter 13 discharge pursuant to 11 U.S.C. section 1328(a). Filed by Debtor Benjamin A Dover, Joint Debtor Eileen D. Dover (Attachments: # (1) Joint Debtor Certification and Motion) (O'Cheskey01, Train)

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

Document description:Main Document
Original filename:C:\Documents and Settings\brad.CH13-12WESTTEX\Desktop\test.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1017686615 [Date=4/4/2008] [FileNumber=136244-0]
[07d16bed4cd60eeb5e5ca53b46a910e9fa9c4915743474f2fc08796211a1178f0dff8
a621ebbd3bb956bf7695634450a92ed9675eca0a2f0202c3fbab2559e06]]
Document description: Joint Debtor Certification and Motion
Original filename:C:\Documents and Settings\brad.CH13-12WESTTEX\Desktop\test.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1017686615 [Date=4/4/2008] [FileNumber=136244-1]
[1fe512bc9c3d252f34d63720ba5f112b7528f56fbabeb6f064d82e9d9ff7d76d9e620
a8b37342e05a7ba9d24e6930fl d81418114faaeae0d7830fb662a5ee22fj]]

06-20011-13 Notice will be electronically mailed to:

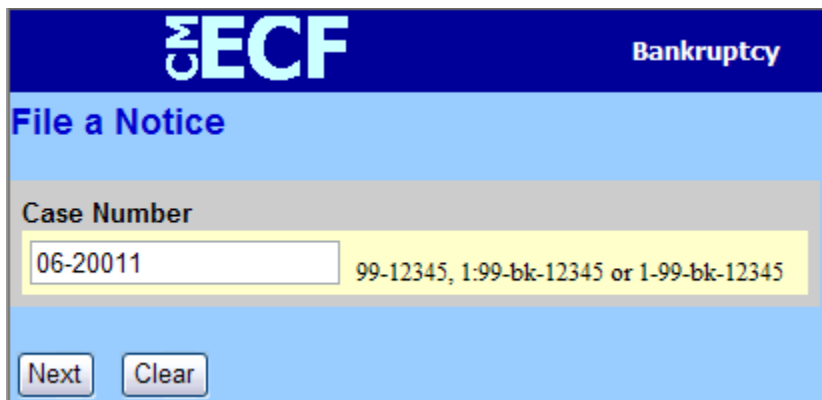
Filing the Notice of Hearing

1. Choose Notices



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a dark blue header with the ECF logo on the left and the word "Bankruptcy" in the center, followed by a dot and the word "Adversary" on the right, also followed by a dot. Below the header, the page title is "Bankruptcy Events". A list of links is displayed, including: "File New Bankruptcy Case", "File New Involuntary Case", "Response/Objection/Reply to Response", "Appeal", "Batch Filings", "Claim Actions", "Miscellaneous", "Motions/Applications", "Multi-Case Docketing", "Notices", "Proposed Orders", "Plan", "Trustee/US Trustee", "Trustee's 341 Filings", "Creditor Maintenance...", and "File Claims".

2. Enter the case number and choose next



The screenshot shows the "File a Notice" form in the ECF interface. The header is dark blue with the ECF logo on the left and the word "Bankruptcy" on the right. Below the header, the page title is "File a Notice". The form has a light blue background. A "Case Number" label is positioned above a text input field. The input field contains the text "06-20011". To the right of the input field, there is a yellow tooltip box containing the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345". At the bottom of the form, there are two buttons: "Next" and "Clear".

3. Choose Next

CM ECF Bankruptcy • Adversary

File a Notice

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

4. Choose Notice of Hearing and Next

CM ECF Bankruptcy • Adversary •

File a Notice:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#)

Notice of foreign representative's intent to commence case
Notice of hearing
Notice of hearing ESP TEST - DO NOT USE
Notice of intent to pay chapter 13 installment payment
Notice of intent to pay chapter 7 installment payment
Notice of intent to request redaction
Notice of new lead counsel within firm
Notice of override of preferred address

Joint filing with other attorney(s).

5. Choose the Debtor and Joint Debtor (if one exist) and Choose Next. Use the Ctrl key to select more than one.

MECF Bankruptcy • Adversary • Query

File a Notice:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#) [Status](#)

Select the Party:

[Add/Create New Party](#)

- Dover, Benjamin A [Debtor]
- Dover, Eileen D. [Joint Debtor]
- U.S. Trustee, UST [U.S. Trustee]

6. Attach the Debtor's Certification and Motion for Entry of Chapter 13 Discharge (which contains the notice of hearing) and choose Yes for the option to Attach Document. Combine each Debtor's Certification and Motion for Entry of Chapter 13 Discharge into a single pdf and attach for the notice of hearing. Choose Next.

MECF Bankruptcy • Adversary •

File a Notice:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

C:\Documents and Settings\brad.CH13-12

Attachments to Document: No Yes

7. Attach the Debtor's Certification and Motion for Entry of Chapter 13 Discharge (which contains the certificate of service). Combine each Debtor's Certification and Motion for Entry of Chapter 13 Discharge into a single pdf and attach for the certificate of service. Choose Next.

MECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Notice:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)
Type: bk Chapter: 13 v Office: 2 (Amarillo)
Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#) [Status](#) [Pending Motions](#) [Creditors](#) [Claims Register](#)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type, and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

C:\Documents and Settings\brad.CH13-12WESTTEX\Desktop\test.pdf	<input type="button" value="Add to List"/>
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8. Choose Next.

MECF Bankruptcy • Adversary • Query • Reports

File a Notice:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)
Type: bk Chapter: 13 v Office: 2 (Amarillo)
Assets: y

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In order to enter a hearing date/time/location, you must obtain setting information from the assigned courtroom deputy.

Please visit the courts website at www.txnb.uscourts.gov for more information regarding settings.

9. Select No. Choose Next.

MECF Bankruptcy • Adversary • Query

File a Notice:

06-20011-13 Benjamin A Dover and Eileen D. Dover

Type: bk Chapter: 13 v Office: 2 (Amarillo)

Assets: y

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Are you setting a Chapter 13 prehearing conference to be held at the Office of the Trustee?

Yes
 No

10. Enter the hearing date, time and location. Select the items for which the notice of hearing applies. Location selection will vary by division and by type of hearing (i.e. video or live). Choose Next.

MECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Hearing Information

Hearing Date: 4/28/2008 Hearing Time: 11:00 AM PM

Location: Amarillo Suite 100 - VIDEO

Confirmation Hearing Information

Confirmation Hearing Date: Hearing Time: AM PM

Location:

Preliminary Hearing Information

Hearing Date: Hearing Time: AM PM

Location:

Status Conference Information

Status Conference Date: Hearing Time: AM PM

Location:

Select docket entries which are to be associated with the above schedule(s).

	Filing Date	#	Docket Text
<input type="checkbox"/>	10/17/2006	1	Chapter 13 Voluntary Petition (case upload) filed by Frederick Regovy on behalf of Benjamin A Dover, Eileen D. Dover. (Regovy, Frederick)
<input type="checkbox"/>	10/17/2006	2	Chapter 13 Plan (case upload) filed by Frederick Regovy on behalf of Benjamin A Dover, Eileen D. Dover. (Regovy, Frederick)
<input type="checkbox"/>	10/17/2006	3	Certificate of credit counseling filed by Frederick Regovy on behalf of Benjamin A Dover, Eileen D. Dover. (Regovy, Frederick)
<input type="checkbox"/>	04/04/2008	4	Trustee's notice of certification of plan payment completion for Debtor, Benjamin A Dover, and Joint debtor, Eileen D Dover, with Certificate of Service attached. Certification and motion for entry of Chapter 13 discharge due: 4/24/2008. (Attachments: # (1) Trustee Notice for Joint Debtor)(O'Cheskey01, Train)
<input checked="" type="checkbox"/>	04/04/2008	5	Debtor's certification and motion for entry of Chapter 13 discharge pursuant to 11 U.S.C. section 1328(a). Filed by Debtor Benjamin A Dover, Joint Debtor Eileen D. Dover (Attachments: # (1) Joint Debtor Certification and Motion)(O'Cheskey01, Train)

11. Add Modify Text if needed. Choose Next.

CM ECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Notice:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)
Type: bk Chapter: 13 v Office: 2 (Amarillo)
Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#) [Status](#) [Pending Motions](#) [Creditors](#) [Claims Register](#)

Docket Text: Modify as Appropriate.

Notice of hearing. filed by Debtor Benjamin A Dover , Joint Debtor Eileen D. Dover (RE: related document(s)[5] Debtor's certification and motion for entry of Chapter 13 discharge pursuant to 11 U.S.C. section 1328(a). Filed by Debtor Benjamin A Dover, Joint Debtor Eileen D. Dover (Attachments: # (1) Joint Debtor Certification and Motion) (O'Cheskey01, Train)). Hearing to be held on 4/28/2008 at 11:00 AM Amarillo Suite 100 - VIDEO for [5], (Attachments: # (1) Certificate of Service) (O'Cheskey01, Train)

12. Verify Text. Choose Next.

CM ECF Bankruptcy • Adversary • Query • Reports • Utilities

File a Notice:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)
Type: bk Chapter: 13 v Office: 2 (Amarillo)
Assets: y


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Docket Text: Final Text

Notice of hearing. filed by Debtor Benjamin A Dover, Joint Debtor Eileen D. Dover (RE: related document(s)[5] Debtor's certification and motion for entry of Chapter 13 discharge pursuant to 11 U.S.C. section 1328(a). Filed by Debtor Benjamin A Dover, Joint Debtor Eileen D. Dover (Attachments: # (1) Joint Debtor Certification and Motion) (O'Cheskey01, Train)). Hearing to be held on 4/28/2008 at 11:00 AM Amarillo Suite 100 - VIDEO for [5], (Attachments: # (1) Certificate of Service) (O'Cheskey01, Train)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

13. Verify Receipt. Choose Next.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout 

File a Notice: Filed: 10/17/2008 Closed:
Reopen: Dismissed:
Converted: Discharged:

[06-20011-13 Benjamin A Dover and Eileen D. Dover](#)
Type: bk Chapter: 13 v Office: 2 (Amarillo)
Assets: y

[Summary](#) [History](#) [Parties](#) [Filers](#) [Docket Sheet](#) [Deadlines/Hearings](#) [Status](#) [Pending Motions](#) [Creditors](#) [Claims Register](#)

U.S. Bankruptcy Court
Northern District of Texas (train)

Notice of Electronic Filing

The following transaction was received from O'Cheskey01, Train entered on 4/4/2008 at 10:32 AM CDT and filed on 4/4/2008

Case Name: Benjamin A Dover and Eileen D. Dover
Case Number: [06-20011-13](#)
Document Number: [6](#)

Docket Text:
Notice of hearing, filed by Debtor Benjamin A Dover, Joint Debtor Eileen D. Dover (RE: related document(s)[5] Debtor's certification and motion for entry of Chapter 13 discharge pursuant to 11 U.S.C. section 1328(a). Filed by Debtor Benjamin A Dover, Joint Debtor Eileen D. Dover (Attachments: # (1) Joint Debtor Certification and Motion) (O'Cheskey01, Train)). Hearing to be held on 4/28/2008 at 11:00 AM Amarillo Suite 100 - VIDEO for [5], (Attachments: # (1) Certificate of Service) (O'Cheskey01, Train)

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

Document description:Main Document
Original filename:C:\Documents and Settings\brad.CH13-12WESTTEX\Desktop\test.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1017686615 [Date=4/4/2008] [FileNumber=136251-0]
[0174eb012c7b907ef1be0325611174e3800c84a4e727a68cf07e5cc1540890a36a078
481ee780c3cd5e53e651897590a03ee5125c33ce558aedaeddb1c4c5d1]]

Document description: Certificate of Service
Original filename:C:\Documents and Settings\brad.CH13-12WESTTEX\Desktop\test.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1017686615 [Date=4/4/2008] [FileNumber=136251-1]
[152880df193a1c277806d7fdad3f285262db25512396208a601c19dbf823080f2eef
1ccc2976b4d0a10d47c93ae41fc4c0cc4da0ef93216586fc0b6888ed96f]]

06-20011-13 Notice will be electronically mailed to: