

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

Wichita Falls Division 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. Please note that a pre-hearing will only be held if a Response is filed.

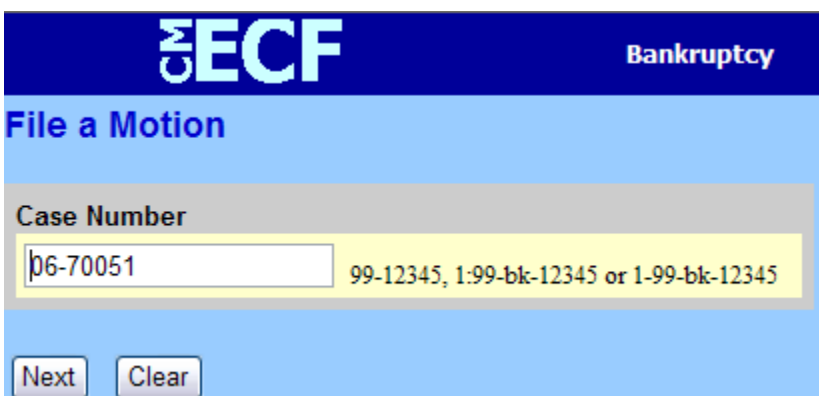
A separate Motion must be filed for each debtor, the template can be found at the Clerk's website <http://www.txnb.uscourts.gov/forms/> or the Trustee's website <http://extranet.ch13-12westtexas.org>. Be sure to choose the correct template from either of these sites. The correct template has a hyperlink as: Dallas, Fort Worth and Wichita Falls. 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.

A screenshot of the ECF (Electronic Case Filing) system's "File a Motion" form. The form is displayed on a blue background with white text. The "ECF" logo is at the top left, and the word "Bankruptcy" is at the top right. Below the logo, the text "File a Motion" is displayed. The form has a "Case Number" label and a text input field containing "06-70051". To the right of the input field, the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345" is displayed. Below the input field, there are two buttons: "Next" and "Clear".

3. Choose Next.

MECF Bankruptcy • Adversary

File a Motion

[06-70051-13 William Ryan Mortimer Porterhouse and Annabelle Marie Porterhouse](#)

Type: bk Chapter: 13 v Office: 7 (Wichita Falls)

Assets: y

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

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File a Motion:

[06-70051-13 William Ryan Mortimer Porterhouse and Annabelle Marie Porterhouse](#)

Type: bk Chapter: 13 v Office: 7 (Wichita Falls)

Assets: y

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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).

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.

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File a Motion:

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Type: bk Chapter: 13 v Office: 7 (Wichita Falls)

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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".

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File a Motion:

[06-70051-13 William Ryan Mortimer Porterhouse and Annabelle Marie Porterhouse](#)

Type: bk Chapter: 13 v Office: 7 (Wichita Falls)

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

Filename

Attachments to Document: No Yes

- 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.

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File a Motion:

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Type: bk Chapter: 13 v Office: 7 (Wichita Falls)
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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**

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.

- 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.

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File a Motion:

[06-70051-13 William Ryan Mortimer Porterhouse and Annabelle Marie Porterhouse](#)

Type: bk Chapter: 13 v Office: 7 (Wichita Falls)
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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	Date Terminated:
04/04/2008 5	Trustee's notice of certification of plan payment completion for Debtor, William Ryan Mortimer Porterhouse, and Joint debtor, Annabelle Marie Porterhouse, with Certificate of Service attached. Certification and motion for entry of Chapter 13 discharge due: 4/24/2008. (Attachments: # (1) Trustee's Notice for Annabelle Marie Porterhouse)(O'Cheskey01, Train)	
<input checked="" type="checkbox"/>	Cert. and Motion for Discharge	04/24/2008

9. Add any modify text needed. Choose Next.

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File a Motion:

[06-70051-13 William Ryan Mortimer Porterhouse and Annabelle Marie Porterhouse](#)
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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 Joint Debtor Annabelle Marie Porterhouse , Debtor William Ryan Mortimer Porterhouse Jr (Attachments: # (1) Joint Debtor?s Certification and Motion for entry of chapter 13 discharge) (O'Cheskey01, Train)

10. Verify Text. Choose Next.

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File a Motion:

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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 Joint Debtor Annabelle Marie Porterhouse, Debtor William Ryan Mortimer Porterhouse Jr (Attachments: # (1) Joint Debtor?s Certification and Motion for entry of chapter 13 discharge) (O'Cheskey01, Train)

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

