



This guide contains information regarding changes to CM/ECF events and procedures.

The Northern District of Texas Bankruptcy Court has adopted the Bankruptcy Loan Modification Program for Chapter 13 Debtors. The purpose of this program is 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 creation of this program requires several additions to the courts CM/ECF event dictionary.

You can review [Clerk’s Notice 18-06 \(Regarding General Order 2018-02, Adopting Bankruptcy Loan Modification Program for Chapter 13 Cases in the Northern District of Texas\)](#) located on our website for more information.

If you have any questions or need further assistance docketing events, contact the ECF Help Desk at (800) 442-6850.

**The effective date is Monday, October 1, 2018.**

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## CM/ECF Changes & Updates

*This section includes information regarding changes and updates to CM/ECF events, menus and the way the system processes information.*

### Loan Modification Program Menu

A new menu named “Loan Modification Program” has been created under Bankruptcy Events. Every event created for this new program is located within this menu. See figures 1 & 2.

## Bankruptcy Events


<a href="#">File New Bankruptcy Case</a>	<a href="#">Trustee/US Trustee</a>
<a href="#">File New Involuntary Case</a>	<a href="#">Trustee's 341 Filings</a>
<a href="#">Response/Objection/Reply to Response</a>	<a href="#">File Claims</a>
<a href="#">Schedules/Statements/New Case Deficiencies</a>	<a href="#">Judge/Trustee Assignment</a>
<a href="#">Appeal</a>	<a href="#">Creditor Maintenance...</a>
<a href="#">Batch Filings</a>	<a href="#">Claims Upload</a>
<a href="#">Claim Actions</a>	<a href="#">File New Sealed Bankruptcy Case</a>
<a href="#">Court Events</a>	<a href="#">Personal Financial Management Certificate</a>
<a href="#">Creditor Filings</a>	<a href="#">Loan Modification Program</a> 
<a href="#">Miscellaneous</a>	
<a href="#">Motions/Applications</a>	
<a href="#">Multi-Case Docketing</a>	
<a href="#">Notices</a>	
<a href="#">Orders/Opinions...</a>	
<a href="#">Order Upload (E-Orders)</a>	
<a href="#">Plan</a>	
<a href="#">Case Upload</a>	

Figure 1

### Available Events (click to select an event)

- [Add an additional party to Loan Modification Matter](#)
- [Approve Loan Modification Agreement](#)
- [Consent to Participate in Loan Modification Matter by Additional Party](#)
- [Extend the duration of Loan Modification Matter](#)
- [Final Loan Modification Matter Report](#)
- [Initial Notice of Loan Modification Matter](#)
- [Notice Substituting Servicer](#)
- [Notice of Extension of Loan Modification Matter](#)
- [Notice of Non-Compliance](#)
- [Notice of trial period payments](#)
- [Request that the Court determine whether the LMM can proceed without the inclusion and participation](#)
- [Terminate Loan Modification Matter](#)

Next

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Figure 2

## Initial Notice of Loan Modification Matter

The event **Bankruptcy > Loan Modification Program > Initial Notice of Loan Modification Matter** has been created. This notice will be served on all related parties when the debtor enters the Loan Modification Program.

## Notice of Substituting Servicer

The event **Bankruptcy > Loan Modification Program > Notice of Substituting Servicer** has been created. This notice will be filed when/if the lender changes during the Loan Modification Program.

## Notice of Non-Compliance

The event **Bankruptcy > Loan Modification Program > Notice of Non-Compliance** has been created. This notice will be filed when a party fails to appear at a conference meeting for the Loan Modification Program.

## Notice of Extension of Loan Modification Matter

The event **Bankruptcy > Loan Modification Program > Notice of Extension of Loan Modification Matter** has been created. Parties may extend the original Term by agreement by filing this notice.

## Final LMM Report

The event **Bankruptcy > Loan Modification Program > Final LMM Report** has been created. The report will be filed by the debtor or the program manager at the conclusion of the Loan Modification Matter (LMM).

## Consent to Participate in Loan Modification Matter by Additional Party

The event **Bankruptcy > Loan Modification Program > Consent to Participate in Loan Modification Matter by Additional Party** has been created. This document is filed when an additional party gives consent to participate in the Loan Modification Matter (LMM).

## Motion to Add an Additional Party to Loan Modification Matter

The event **Bankruptcy > Loan Modification Program > Add an Additional Party to Loan Modification Matter** has been created. Any LMM Party may request and the Court may order that a specific Additional Party be required to participate in the LMM, to the extent that the Court has jurisdiction over the Additional Party. Any such request shall be made by filing this motion.

## **Motion to Request that the Court determine whether the LMM can proceed without the inclusion and participation of a Specific Additional Party**

The event **Bankruptcy > Loan Modification Program > Request that the Court determine whether the LMM can proceed without the inclusion and participation of a Specific Additional Party** has been created. Any LMM Party may file this motion if they deem necessary.

## **Motion to Extend the Duration of Loan Modification Matter**

The event **Bankruptcy > Loan Modification Program > Extend the Duration of Loan Modification Matter** has been created. This event is used when an LMM Party wants to extend the duration of the LMM for more than a total of ninety (90) days beyond the Original Term by agreement.

## **Motion to Terminate Loan Modification Matter**

The event **Bankruptcy > Loan Modification Program > Terminate Loan Modification Matter** has been created. This motion is filed if any LMM Party wishes to terminate the LMM prior to the expiration of the Original Term or any extension thereof.

## **Notice of Trial Period Payments**

The event **Bankruptcy > Loan Modification Program > Notice of Trial Period Payments** has been created. If the Lender decides to offer a trial modification of the repayment terms of the Eligible Loan, the Debtor or the Lender shall file this notice.

## **Motion to Approve Loan Modification Agreement**

The event **Bankruptcy > Loan Modification Program > Approve Loan Modification Agreement** has been created. In the event a Debtor makes all Trial Period Payments and satisfies any other terms and conditions required by the Lender which are set out in the *Notice of Trial Period Payments*, Debtor shall be entitled to a permanent and binding modification of the repayment terms of the Eligible Loan. The Debtor or the Lender shall then file this motion.