

TNMB Clerk's Office **Bulletin**

In this issue >>>

- *Local Rule 9013-1 Form Notice Updates*
- *COVID-19 Procedures*
- *New PACER Website*
- *Pay.gov*
- *Guides to Commonly-Used ECF Events*
- *NextGen CM/ECF*
- *Upcoming Events*

For more information and updates, please visit our website
www.tnmb.uscourts.gov

Local Rule 9013-1 Notice Updates

Using the right forms and hearing information

On July 1, 2020, the TNMB posted updated Local Rule 9013-1 form notices to its website. These updated forms mirror the current practice of conducting hearings telephonically.

The revised **LBR 9013-1 Notice Forms** are on the Court's TNMB Website under the Local Forms tab (www.tnmb.uscourts.gov).

The forms are in fillable Word and PDF versions.

You will notice there is a generic, or "universal" form, and form for the Chapter 13 (Consolidated) Docket, the Cookeville and the Columbia dockets. The ECF docket consistent with the practice and forms, which provide for telephonic hearings during the COVID-19 period.

You can request a hearing via Zoom by filing a motion using the generic motion event in ECF.

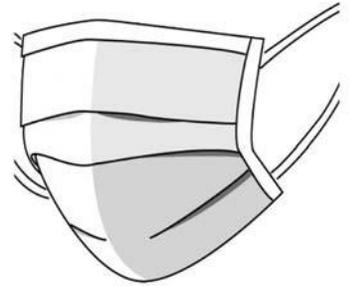


Please remember that TNMB continues to adhere to the COVID-19 procedures implemented in March 2020.

Attorneys and anyone visiting the Customs House for filing, should routinely check the Court's website at www.tnmb.uscourts.gov for any changes in Court procedures as this situation continues to change from week-to-week.



For anyone having an appointment with the court (the second floor continues to be closed to traffic), or visiting the filing basement-level drop-box, please be advised that upon entry to the building (1) face-masks in common areas are required, (2) hand-sanitation must be done prior to entry beyond the screening station and (3) 6-feet of social distancing is observed.



Administrative Order 20-5, Supplemental Order Relating to Court Operations Due to Circumstances Caused By COVID-19 addresses a number of issues dealing with court appearances, hearings, conferences, dockets, more specific procedures per each Judge and the like.

Please read the order carefully as the following staggered hearing times continue to be in effect for Tuesdays Chapter 7/11 motion dockets:

- Use of the AT& T Conference lines or other electronic appearance means (by court order);
- Judge Harrison's regular weekly hearings start at 9:00 AM;
- Judge Mashburn's hearings start at 9:30 AM;
- Judge Walker's hearings start at 10:00 AM;
- Chapter 13 (Consolidated) hearings start at 8:30 AM;
- Cookeville and Columbia hearing times remain unchanged but use the same conference phone number as the Chapter 13 consolidated docket;
- Attorneys are reminded to avoid creating conflicts when they calendar matters and should advise the Courtroom Deputy or Judge at the call of the docket of any conflicts;
- Some matters may be specifically set at other times; and
- Judges will issue separate Orders Establishing Procedures for Video Hearings, as necessary.





Public Access to Court Electronic Records
<https://pacer.uscourts.gov>

On June 28, 2020, PACER (Public Access to Court Electronic Records) launched a new website pacer.uscourts.gov.

The new website provides information about how the public can access federal court records electronically and have easy access to PACER and PACER-related applications.

In addition, two PACER applications—Manage My Account and Registration—have new designs to create an improved user experience.

New features include:

- Mobile friendly design;
- New tool to search for court-specific information;
- Interactive format to search frequently asked questions;
- Search engine has been optimized to improve content findability;
- JSON and XML feeds of court-specific information; and
- New accessibility tools.

ask us >>>

Q: *How do I avoid paying by check?*

A: *Pay.gov*

Attorneys, who are registered ECF users, have access to an interactive payment module for certain e-filing events for which fees are charged. Pay.gov is maintained by the U.S. Department of Treasury and allows payment by bank account debit or credit or debit card through ECF. Eligible filers can pay at the end of each transaction requiring a fee or can pay all transactions requiring a fee at the end of the day. Receipts will be automatically generated. Users can monitor their payments through their ECF accounts.

No more checks! No more delays through the mail!
No more waiting on receipts!

Intake Remains Closed Until Further Notice

There is no in person receipt of filings or payments. The use of ECF, U.S. Mail or other mail delivery options is highly encouraged. The mailing address of the Clerk's Office is:

*United States
Bankruptcy Court
Middle District of
Tennessee
701 Broadway, Room 170
Nashville, TN 37203.*

Using the Dropbox...

The public may submit filings or payments between the hours of 7:30 a.m. and 4:00 p.m. through a drop box located inside the rear entrance to the Customs House. The drop box will be checked daily during regular business hours.

Filings will be processed in line with the Clerk's usual business practices. Instructions for use of the drop-box have been posted at the drop box location.

If a filing is time sensitive, please call Karin Wolfe at 615-695-4230 or the Clerk's Office 615-695-4224, and we will assist you.



Guides to Commonly-Used ECF Filing Events

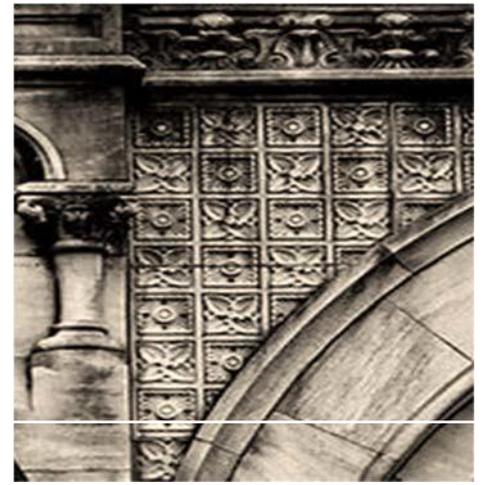
The Clerk's Office has developed several guides for commonly-used ECF filing events, which are maintained on the Court's website. Each guide provides step-by-step instructions with screenshots showing what the filer should see as he/she proceeds through the ECF event. Visit us at <http://www.tnmb.uscourts.gov/instructions-specific-ecf-filing-events>.

Available guides include:

- ✓ Docketing a LBR 9075-1 Motion (PDF)
- ✓ Docketing an Adversary Proceeding (PDF)
- ✓ Docketing a Notice of Appearance (PDF)
- ✓ Docketing a Motion for §522(q)(1) Order (PDF)
- ✓ Docketing a Motion to Extend Time of Automatic Stay Beyond 30 Days (AO 19-3) (PDF)
- ✓ Docketing a Transfer of Claim (PDF)
- ✓ Docketing LBR 9013-1 Motions with Notice (PDF)
- ✓ Docketing Responses/Objections to LBR 9013-1 Motions (PDF)
- ✓ No App Fee (PDF).

In addition, the Clerk's Office has developed a guide for the Electronic Evidence Submission Application (EESA) as well as for Small Business Reorganization Act of 2019 (SBRA) cases. Visit us at <http://www.tnmb.uscourts.gov/court-info/local-rules-and-orders>.

We welcome suggestions for guides that would be of use to the bar.



NextGen CM/ECF

In 2021, TNMB will begin transitioning to NextGen CM/ECF.

You can look forward to the following new features:

- Central Sign-On allows one account to access ECF and PACER for all NextGen courts across the nation.
- Also will be able to store up to three credit cards, which you can use to pay all filing fees.
- Increased internal efficiencies, which will improve the external user's experience.

Questions?

Please direct any questions to

(615) 736-5584

Monday – Friday

8:00 a.m. to 4:00 p.m.

UPCOMING EVENTS:

The next meeting of the Nashville Bar Association Bankruptcy Court Committee will be held via Zoom on Wednesday, August 26, 2020 at noon.

The *TNMB Clerk's Office Bulletin* is a publication of the Clerk of Court for the United States Bankruptcy Court for the Middle District of Tennessee. Any views or opinions expressed are those solely of the Clerk of Court and not of the Judges of the United States Bankruptcy Court for the Middle District of Tennessee or of the Administrative Office of the United States Courts.