

To: All CM/ECF Users

From: Chief Bankruptcy Judge David R. Jones

Date: July 14, 2021

Re: Complex Case Filings with NextGen

Beginning this weekend (sometime in the evening on July 18, 2021), the Bankruptcy Court for the Southern District of Texas will implement a new version of the Electronic Case Filing (ECF) System. The new system is titled "NextGen". Bankruptcy CM/ECF and PACER will be unavailable beginning at 6:00 P.M. (Central time) on Thursday, July 15th, until some time in the evening on Sunday, July 18th while the new software is installed. Please contact Albert Alonzo in the event that an emergency complex case filing is necessary.

Your PACER account is your login to NextGen. Filers must obtain their own PACER account or upgrade an existing PACER account. Information on how to upgrade your existing PACER account or how to register for a new PACER account may be found on the Court's webpage at <https://www.txs.uscourts.gov/content/cmecf-nextgen>. After upgrading or obtaining your PACER account, you must then link your PACER account to your current CM/ECF account. Linking instructions can be found at <https://www.txs.uscourts.gov/content/cmecf-nextgen>.

One important change in NextGen is the procedure for filing a complex case. Below are step-by-step instructions on how to file a complex case and complete the judge/trustee assignment.

From the main screen under Bankruptcy Events, select the "open a voluntary BK case" option:

[Open Voluntary BK Case](#)

On the next screen, you will be prompted for an "Office" selection. You will select "Complex Docket" regardless of the division in which the case is to be filed. The "Chapter" selection will be "11" or "15" as appropriate. **There will no longer be an option for "111"**. On a complex case, the "Joint Petition" and "Deficiencies" options will both be "n".

CM/ECF Bankruptcy Adv

Open Voluntary Bankruptcy Case

If you will be filing a Notice of Designation as Complex, please select Complex Docket as the Office.

Office

Case type

Date filed

Chapter

Joint Petition

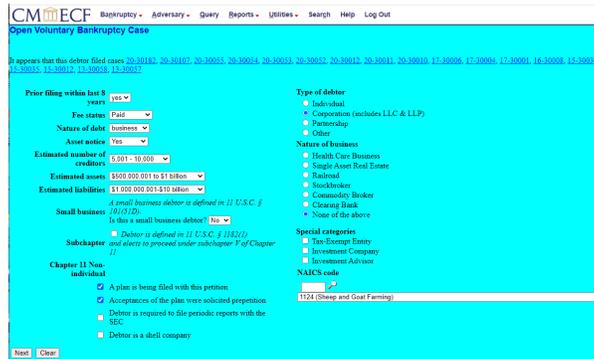
Deficiencies

On the next screen, you will be prompted for certain information regarding your debtor. The information requested has not changed. After entering the requested information, the next screen will reflect the divisional office as "Complex Docket". The correct operational division

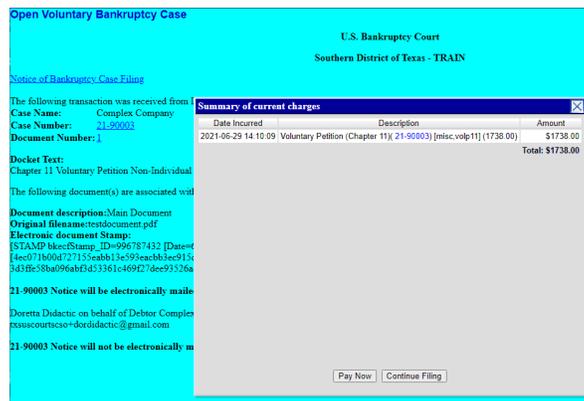
(Houston, Galveston, Laredo, Brownsville, McAllen, Corpus Christi) will be assigned by the Court within one business day.



After selecting next, you will be prompted for additional information regarding the filing. The requested information has not changed:



You will also be prompted to upload the petition. Once completed, the case will be opened. Note that all complex cases will be assigned a case number that begins with a “9” (ex. 21-90001). This case number will not change even once the correct operational division is assigned.



Once the case has been opened, you may obtain your judge assignment from the main screen:



After selecting you will see the following screen:

This may take a few minutes. Please be patient. A confirmation screen will appear.

Assigning judges....

Assigning trustees....

Assigning confirmation hearings....

Docketing....

Case	Judge	Trustee	341 Meeting
21-90003 Complex Company	mi, Test Judge		