

**INSTRUCTIONS FOR ELECTRONIC CASE FILING IN COMPLEX CASES**  
**DURING CM/ECF SHUTDOWN**  
**OCTOBER 6, 2022 TO OCTOBER 11, 2022**

1. The Southern District of Texas Case Management and Electronic Case Filing system (“CM/ECF”) will be unavailable from Thursday, October 6, 2022 at 6:00 p.m. (prevailing Central Time) to Tuesday, October 11, 2022 at approximately 7:00 a.m. (prevailing Central Time) (the “Outage Period”).
2. If a filing is necessary during the Outage Period, the party making the filing (the “Filing Party”) shall send a PDF of the document to be filed (the “Proposed Filing”) to the email address:  

**Isgur\_USB@txs.uscourts.gov** (the “Court Service Email Address”).
3. On receipt, the Court will enter the filing on a manually maintained docket sheet. When the Outage Period ends, the Proposed Filing will be docketed as of the date the email described in Paragraph 2 above was sent.
4. Only parties with CM/ECF credentials may be Filing Parties as described in Paragraph 2 above.
5. When a Filing Party sends a Proposed Filing to the Court Service Email Address, they shall indicate the full name of the attorney whose CM/ECF account is responsible for the filing in the subject and/or body of the email (the “Responsible Attorney”). Failure to indicate the Responsible Attorney may result in the rejection of the Proposed Filing. The Responsible Attorney shall be copied on the email described in Paragraph 2 above.
6. Filing Parties are responsible for service in accordance with the Federal Rules of Bankruptcy Procedure.
7. Orders entered by the Court will be posted on the public web at this location:  

<https://www.txs.uscourts.gov/content/document-list>

Any party may download the order from the Court’s webpage. Orders posted here will be available for a limited amount of time and removed after the event, after all orders have been docketed on the case docket sheet.
8. Manually created docket sheets will be available for inspection by the public at the Clerk’s Office at 515 Rusk Street, Houston, Texas 77002, until the manually created docket sheet has been posted electronically in CM/ECF.