

TNWB Clerk's Office Newsletter

February 2021

The latest news, views, and announcements

In This Issue-

New Items and Developments

NextGen, Drop Boxes and Fee Changes

IT Corner - Court Hearings & Teams



New Items and Developments

We at the Bankruptcy Court are very excited to welcome Judge M. Ruthie Hagan to the Western District of Tennessee. She was appointed on October 16, 2020. Please join us in welcoming her.

Congratulations to our own, Lisa Haney! Lisa has been named our new Clerk of Court. Lisa has been with the Court for 30 years and we know she will do an excellent job moving us forward.



Bankruptcy Fees Changes

You may have noticed on the TNWB website that effective December 1, 2020 there are slight changes to some of the miscellaneous fees associated with Bankruptcy. For a complete list of the fee schedule changes please visit our website at www.tnwb.uscourts.gov, Filing Fees.

NextGen

We are excited to announce an updated CM/ECF experience - NextGen, coming March 1, 2021. NextGen will allow you to combine your PACER and CM/ECF logins. You will no longer be required to have multiple logins. Please follow the steps provided to you previously via email to combine and upgrade your login. NextGen will offer great benefits and an updated interface. You will notice that the design and layout are a bit different, but it will still include all the familiar menus. Court staff have been working and testing diligently to make this transition as smooth as possible. We understand there may still be questions and issues that arise once NextGen goes live but we hope to have those at a minimum. The links below provide information to assist you in making a smooth transition to NextGen.

<https://www.tnwb.uscourts.gov/TNW/NextGen.aspx>

<https://www.tnwb.uscourts.gov/TNW/Pacer.aspx>

Drop Boxes

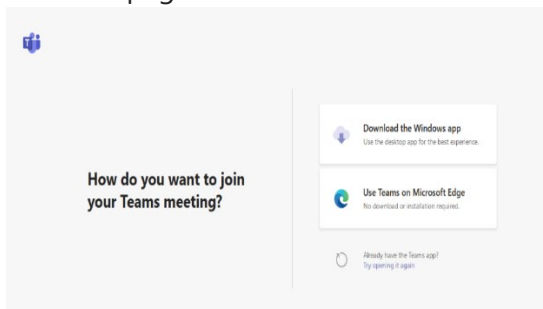
We want to remind everyone that the drop boxes in Memphis and Jackson are available during normal business hours to drop off documents or payments. Feel free to take advantage of these as needed.

IT Corner - Court Hearings & Teams

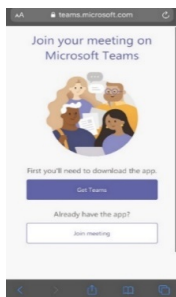
With Memphis hearings being held virtually, we would like to make sure everyone has the right tools and know-how. We are including the instructions for hearings held via video conference.

Please follow these instructions to ensure a smooth video conference hearing.

- Click on [Join Microsoft Teams Meeting](#) in the invitation to join the hearing.
- If you are on a computer, you will be taken to a web page that looks like this



- You may either install Microsoft Teams on your computer or, if you are using Google Chrome or the new Microsoft Edge, you may use the “Continue in this browser” option. If you are using Internet Explorer or Firefox, you will need to download the app or choose “Use Teams on Microsoft Edge.”
- If you are using a smartphone or tablet you will see this screen.



- There are apps available for both iOS and Android devices.
- Once connected, you will be in the lobby. The courtroom deputy (CRD) will admit you to the courtroom prior to the start of court, at the completion of a hearing, or at

our designated time to enter the courtroom. Remember, multiple matters are set for the same time. To allow for optimal video and audio when in the courtroom, you should mute your video and audio until your proceeding number and case number have been called by the courtroom deputy. Please review the information included in the Teams invitation for specific details related to each courtroom. If you accidentally disconnect, you may rejoin the hearing using the same original link in the Teams invitation.

- If you or your client do not have access to a computer, the courtroom deputy can give you a phone number to call. Please contact the courtroom deputy a day in advance to make those arrangements.
- If you or your client must appear by telephone try to use a landline phone, if possible, instead of a cell phone. If you must use a cell phone, please hold the phone to your ear and do not use the speaker phone.
- Whether connected via phone or computer, please mute your speaker unless you are speaking.

Questions?

For questions regarding information in this issue of the TNWB Clerk’s Office Newsletter, you may contact us at the following:

(901) 328-3500 or (731)-421-9365

Tnwb_ecfhelp_jackson@tnwb.uscourts.gov

Tnwb_ecfhelp_memphis@tnwb.uscourts.gov

ecfhelp@tnwb.uscourts.gov

The *TNWB Clerk’s Office Newsletter* is a publication of the Clerk of Court for the U.S. Bankruptcy Court for the Western District of Tennessee. Any views or opinions expressed are those solely of the Clerk of Court and not of the Judges of the U.S. Bankruptcy Court for the Western District of Tennessee or of the Administrative Office of the U.S. Court.