

**INFORMATION FOR ATTORNEYS PRACTICING LAW
IN U.S. BANKRUPTCY COURT, DISTRICT OF NEVADA**

November 2008

LAS VEGAS		RENO	
Office Location	Area Code 702	Office Location	Area Code 775
United States Bankruptcy Court The Foley Federal Building 300 Las Vegas Blvd. South Room 4-242 Las Vegas, Nevada 89101	388-6257	United States Bankruptcy Court The Clifton Young Federal Building 300 Booth Street Room 1109 Reno, Nevada 89509	784-5559
Office Hours		Office Hours	
9:00 a.m. to 4:00 p.m. daily except weekends and holidays.		9:00 a.m. to 4:00 p.m. daily except weekends and holidays.	
Telephone Numbers	Area Code 702	Telephone Numbers	Area Code 775
Chief Judge Mike K. Nakagawa	388-6707	Judge Gregg W. Zive	784-5017
Judge Linda B. Riegler	388-6120		
Judge Bruce A. Markell	388-6505		
General information	388-6257	General information	784-5559
Marianne Street, Operations Manager	388-6988	Zelma Dick, Deputy in Charge	784-5613
Janet Graham, Resource Coordinator/ Supervisor	388-6717	Debra Marsh, Resource Coordinator/ Supervisor	784-5806
Linda Hair, Courtroom Services Resource Coordinator/Supervisor	388-6192	Linda Duffy, Courtroom Services Resource Coordinator/Supervisor and Courtroom Deputy to Judge Zive e-mail: linda_duffy@nvb.uscourts.gov	784-5023 X3111
Benji Rawling Courtroom Deputy to Chief Judge Nakagawa e-mail: benji_rawling@nvb.uscourts.gov	388-6907	Mary A. Schott, Clerk of Court (See Las Vegas number)	
Darla Sharp Courtroom Deputy to Judge Riegler e-mail: darla_sharp@nvb.uscourts.gov	388-6331	Maria Sanders, Chief Deputy (See Las Vegas number)	
Harriette Whitehouse Courtroom Deputy to Judge Markell e-mail: harriette_whitehouse@nvb.uscourts.gov	388-6710		
Mary A. Schott, Clerk of Court	388-6639		
Maria Sanders, Chief Deputy	388-6718		
For permission for a late filing call:	388-6477	For permission for a late filing call:	784-5806

**INFORMATION FOR ATTORNEYS PRACTICING LAW
IN U.S. BANKRUPTCY COURT, DISTRICT OF NEVADA**

November 2008

388-6717

LAS VEGAS

RENO

Bankruptcy Case Information Area Code 702

Bankruptcy Case Information Area Code 775

Receptionist 388-6257
(Telephone receptionist is not available
between 12:00 noon and 1:00 p.m.)

Receptionist 784-5559
(Telephone receptionist is not available X 3204
between 12:00 noon and 1:00 p.m)

Electronic Filing - CM/ECF
Help Desk 1-866-232-1266

Electronic Filing - CM/ECF
Help Desk 1-866-232-1266

VCIS (Voice Case Information 388-6708
System) (use your touch tone
phone to access bankruptcy case
information from the court's
computer system)

VCIS (Voice Case Information 1-800-294-6920
System) (use your touch tone
phone to access bankruptcy case
Information from the court's
computer system)

PACER National and Regional Search
(U.S. Party/Case Index)

PACER National and Regional Search
(See Las Vegas information.)

Use your computer to determine where a debtor filed bankruptcy, the chapter of the case, the district, the filing date and the case number and docket information. Access at www.nvb.uscourts.gov, click on PACER.

There is a billing charge for this service (\$0.08 per page through website access, with no charge up to the first \$10.00 for each calendar year for a registered user). For further details, and to register for the service, contact the Pacer Service Center on the web at <http://pacer.psc.uscourts.gov>

Court Calendar Information

Court Calendar Information

For a date and time on a motion 388-6705
For a trial date on an adversary
For Judge Nakagawa cases 388-6907
For Judge Markell cases 388-6710
For Judge Riegler cases 388-6192

For a date and time on a motion 784-5023
requiring 30 minutes or more X 3111
requiring less than 30 minutes X 3112
For a trial date on an adversary 784-5023
X3111

To view a court calendar on line: www.nvb.uscourts.gov

To view a court calendar on line: www.nvb.uscourts.gov

Local Rules

Local Rules

For a copy of the Local Rules
contact the publisher 1-800-833-9844, option 5
or access at www.nvb.uscourts.gov

For a copy of the Local Rules
contact the publisher 1-800-833-9844, option 5
or access at www.nvb.uscourts.gov

Records Archived in Federal Records Centers

Records Archived in Federal Records Centers

File Review (Also see Sec. 2) 388-6257

File Review (Also see Sec. 2) 784-5559
X 3200

Transcript Orders

Transcript Orders

Electronic Court Recorder 388-6587
X 3114

Electronic Court Recorder 784-5023

U.S. Trustee

U.S. Trustee

**INFORMATION FOR ATTORNEYS PRACTICING LAW
IN U.S. BANKRUPTCY COURT, DISTRICT OF NEVADA**

November 2008

August Landis Assistant U.S. Trustee	388-6600	Nicholas Strozza Assistant U.S. Trustee	784-5335
LAS VEGAS		RENO	
Panel Trustees		Panel Trustees	
Chapter 7 and 11 cases		Chapter 7 and 11 cases	
Timothy Cory	388-1996	Angelique L.M. Clark	626-7083
William Leonard, Jr.	262-9322	Jeri Copa-Knudson	329-1528
James F. Lisowski	737-6111	Anabelle Savage	337-2111
Lenard Schwartzer	307-2022	Marianne Eardley	775-738-2043
Yvette Weinstein	364-8919	(Elko/Ely)	
Chapter 12 cases		Chapter 12 cases	
M. Nelson Enmark	559-277-0298	M. Nelson Enmark	559-277-0298
Chapter 13 cases		Chapter 13 cases	
Kathleen Leavitt	386-5968	Bill Van Meter	324-2500
Website: www.13network.com/trustees/las/lashome.asp		Website: www.Reno13.com	
Rick Yarnall	853-4500		
Website: www.lasvegas13.com			

Case Information And Document Filing Information

1. Filing bankruptcy petitions, adversary cases, and related documents

a. Acceptable forms of payment:

Cash (only U.S. currency is acceptable), checks, money orders, cashier checks, certified checks. Professional business checks are acceptable from attorneys and creditors and other parties in interest who are not the Debtor. Checks are acceptable from individuals (except from individual debtors or debtors in possession) with two forms of identification. Checks should be made payable to: Clerk, U.S. Bankruptcy Court.

Credit cards. Credit cards may be used by non-debtors for payment of most filing fees or fees for services provided by the Clerk's office. Credit cards may not be used to pay for hearing transcripts, verified petition fees, or to deposit funds into the court's registry account.

b. Filing of petitions/documents

Mandatory electronic filing: As of January 1, 2005, all filings must be in electronic format as provided for by Local Rule 5005.

Exceptional Circumstance Procedures: Documents submitted in traditional paper format must follow the requirements of Local Rule 5005(a)(5) for exceptional or emergency circumstances. The required motion and order forms may be obtained from our website. The Clerk's office hours are from 9:00 a.m. to 4:00 p.m. To seek permission for filing a petition, adversary, or other document which requires the payment of a filing fee before 9:00 a.m. or after 4:00 p.m., call 702-388-6477 in Las Vegas, or 775-784-5806 in Reno.

After Hours Filing Drop Box: If a document does not require the payment of a filing fee, it may be filed stamped and placed in the "after hour filing drop box" which is located in the first floor lobby of the buildings in both Las Vegas and Reno:

**INFORMATION FOR ATTORNEYS PRACTICING LAW
IN U.S. BANKRUPTCY COURT, DISTRICT OF NEVADA**

November 2008

Las Vegas: main entrance of The Foley Federal Building and U.S. Courthouse located at 300 Las Vegas Blvd. South.

Reno: main entrance of the C. Clifton Young Federal Building located at 300 Booth Street. In Reno, place courtesy copies for Judges in drop box.

Any document placed into the "after hour filing drop box" during hours when the Clerk's offices are closed will be retrieved and processed by Clerk's office personnel when the office next opens.

Note: The "after hours filing drop boxes" are only available for use when the buildings are open to the public. Foley Federal Building and U.S. Courthouse in Las Vegas is open from 7:00 am to 5:00 pm. The C. Clifton Young Federal Building and U.S. Courthouse in Reno is open from 7:30 am to 5:00 pm.

- c. Document format required for filing

See Local Rules LR 1005 and LR 9004 and LR 7010 for caption format, paper size, type size, hole punch requirement, etc. (View the Local Rules at www.nvb.uscourts.gov.) A list of copy requirements is available from the Clerk. See Local Rules LR 1002, LR 1007, LR 3002, and LR 7010 for copy requirements.

2. Requests for Documents and Forms

- a. Retrieving files or document copies from a Federal Record Center

If a bankruptcy case or adversary proceeding has been closed the case file may have been shipped to one of the U.S. Federal Records Centers located in California. To receive copies of a file if it is located in a Federal Records Center, call the Clerk's office between the hours of 9:00 am and 4:00 pm at 702-388-6257 in Las Vegas or 775-784-5559 in Reno. If possible, have the bankruptcy case number available when you call. The Clerk's office will provide the caller with the accession number, location and box number so that copies can be ordered by mail or fax directly from the Federal Records Center. The Federal Records Center will accept payment by credit card and will fax copies of case documents. If it is necessary to view the bankruptcy case file, a request form to retrieve the file is available for pickup in the Clerk's office or by mail. The retrieval fee is \$45.00 payable in advance. See items (c) and (d) below for information on obtaining copies of documents from retrieved case files. *Images of documents filed in 1998-2001 cases may also be available on-line for registered users through Web-PACER. **Cases from 2002 and later are only available electronically (no paper files are kept). Imaged case files are available even after cases are closed at www.nvb.uscourts.gov.***

- b. Obtaining copies from the Clerk's Office

The Clerk's office will make up to 10 copies for a fee of 50 cents per page. Exact change is required when paying for copies. 2002 cases are only available electronically (no paper files are kept). Copies are available by printing electronically filed documents at 10 cents per page.

- c. Copies by mail

To obtain copies by mail, provide a written request which contains the case number, debtor's name, and precisely which documents are to be copied along with a \$26.00 search fee per item, and a self-addressed, stamped envelope. Upon receipt of request, the clerk will advise the requestor of the number of pages to be copied and the appropriate fee. Once the copy fees are received, copies will be made and mailed. *The copy service providers may also be contacted to obtain copies by mail. See item 2b above.*

- d. Copies of Bankruptcy Petitions and related documents on the Internet (PACER)

Access the court's web-site: www.nvb.uscourts.gov and click on **PACER** to download copies of bankruptcy petitions and related documents filed between January 1, 1998 and December 31, 2001 in the District of Nevada. Cases

**INFORMATION FOR ATTORNEYS PRACTICING LAW
IN U.S. BANKRUPTCY COURT, DISTRICT OF NEVADA**

November 2008

filed on or after January 1, 2002 are only available electronically through PACER (no paper files are kept). There is a billing charge for this service. (\$0.08 per page through PACER, with no charge up to the first \$10.00 for each calendar year for a registered user). For further details, and to register for the service, contact the Pacer Service Center on the web at <http://pacer.psc.uscourts.gov>.

- e. Forms for Bankruptcy Petition and related schedules

Forms for filing a bankruptcy petition and related schedules and statements are available on the court's web-site at www.nvb.uscourts.gov. The forms may also be purchased from legal stationery supply stores. Bankruptcy forms software is also available from several legal forms vendors. When obtaining software to electronically file petitions and related documents, ensure that the vendor's electronic filing software package meets the electronic filing requirements for the District of Nevada.

- f. Proofs of Claim

To file the proof of claim for Chapter 7 & 11, submit an original, (plus one extra copy and a self-addressed, stamped envelope if you would like a copy returned). Proof of claims may be filed electronically by CM/ECF registered users. Parties filing ten (10) or more Proofs of Claim per year must file them electronically. Contact the CM/ECF Help Desk at 1-866-232-1266 for registration information. Limited Use Registration forms and Proof of Claim forms may be picked up in our office, are available by mail, or may be downloaded from the court's web-site at www.nvb.uscourts.gov. Call 702-388-6257 in Las Vegas or 775-784-5559 in Reno to request the form.

3. Case Information

- a. For Voice Case Information System

Information regarding case number, filing date, case type, discharge date, attorney, trustee, judge, and closed date is available using a touch tone telephone keypad 24 hours a day by calling 702-388-6708 in Las Vegas, and, if long distance 1-800-294-6920. If the caller does not have a touch tone telephone, the same information is available by telephone between 9:00 a.m. and noon, and 1:00 p.m. and 4:00 p.m. by dialing 702-388-6257 in Las Vegas, and 775-784-5559 in Reno. Docket entry information is not available by telephone.

Please note: Due to a computer system conversion, VCIS information on cases filed prior to September, 1991 may not be accurate. The status of these older cases should be verified by a review of the official case file at the U.S. Bankruptcy Court office. See item 2(a) above if the case has been closed.

- b. U.S. Party/Case Index

Use your computer to conduct national and regional searches on bankruptcy filings by accessing the U.S. Party/Case Index (part of the PACER service). Through a single search, a user can determine where a debtor filed bankruptcy, the chapter of the case, the district where the case was filed, the filing date, and the case number. Access through www.nvb.uscourts.gov and is available 24 hours a day seven days of the week. A fee of \$0.08 per page viewed is charged for the service. To use the service, persons must be registered with the PACER Service Center. Contact the Pacer Service Center on the web at <http://pacer.psc.uscourts.gov>.

- c. To Request Information by Mail

Information may be requested by mail. Please address written requests:

for cases filed in Las Vegas:

U.S. Bankruptcy Court
300 Las Vegas Blvd. South, Room 4-242
Las Vegas, NV 89101

for cases filed in Reno:

U.S. Bankruptcy Court
300 Booth Street, Room 1109
Reno, Nevada 89509

**INFORMATION FOR ATTORNEYS PRACTICING LAW
IN U.S. BANKRUPTCY COURT, DISTRICT OF NEVADA**

November 2008

Be very specific as to the information requested and include the correct spelling of the debtor's name, case number and title of the document. There is a \$26.00 search fee *per item or name to be searched* which must be included with written requests, and a self-addressed, stamped return envelope **must** be included with your request. Checks or money orders should be made out to Clerk, U.S. Bankruptcy Court. See item 1(a) above. For further information regarding mail requests, call 702-388-6257 in Las Vegas, and 775-784-5559 Ext. 3204 in Reno.

d. Case Docket Information

Case docket information may be viewed, printed, and downloaded using a computer by registering for Web-PACER. Upon registration, an account number and password will be assigned. There is a billing charge of \$0.08 per page for this service (with no charge up to the first \$10.00 for each calendar year for a registered user). To register for PACER, contact the Pacer Service Center on the web at <http://pacer.psc.uscourts.gov>.

e. File review in Clerk's office

Case files may be reviewed in person in the Clerk's office Monday through Friday, except Federal Holidays, between the hours of 9:00 a.m. and 4:00 p.m. Note: Cases from 2002 and later are only available electronically (no paper files are kept). Copies are available by printing electronically filed documents.

f. Case Management/Electronic Case Filing (CM/ECF)

Effective January, 2002: Use your computer and your Internet access to electronically file bankruptcy petitions, motions, applications, etc. using the Bankruptcy Court's new Electronic Case Filing system without leaving your office or home. Contact the CM/ECF Help Desk at 1-866-232-1266 for training and registration information.