



THE BANKRUPTCY BUGLE



*A CM-ECF Information Newsletter -
Sponsored by The United States Bankruptcy
Court - District of Nevada*

MARCH 2006

ELECTRONIC FILING IN NEVADA

The United States Bankruptcy Court for the District of Nevada went live on January 1, 2002. All attorneys practicing in our Court are required to obtain a password and file documents on-line, per Administrative Rule 04-3.

This is the first edition of a monthly newsletter the Court will provide to all bankruptcy e-filers registered in the District of Nevada. Our goal is to serve and support the attorneys and their staff as well as other e-filers with up-to-date information on changes, additions and procedural revisions that affect all parties who file in our Court. A FAQ column will address the “questions of the month”. We will also have updated information on docketing changes, new docketing codes and other unusual circumstances that occur.

Please feel free to send us comments on any area you have questions. We welcome your input; your participation is an invaluable tool that helps us and others improve our docketing and communication skills.

We want to remind (and encourage) you to call the **Help Center toll free at 1-866-232-1266** anytime you have a problem or question. Our staff will be happy to assist you. Remember to

leave a message if the lines are busy. We answer calls in the order they are received. All calls are returned as promptly as possible.

E-filing training is scheduled on a regular basis.

Anyone who would like a “refresher” course is more than welcome to attend! See our website for information on upcoming class dates and how to register.



Frequently Asked Questions

...or...

Ask the **BUGLE!**

Q: *Where do I find a Summons form for an Adversary?*

A: On our Web Site (www.nvb.uscourts.gov) under **DOWNLOAD FORMS**. Just look for the Summons with the **JUDGE’S INITIALS** on your case and download from there.

Q: *How do I electronically file a Summons in an Adversary Proceeding?*

A: At this time all Summons must be brought into the Intake counter and issued by a Deputy Clerk. After service you are responsible for filing the Certificate of Service of Summons electronically. You will find the event under ADVERSARY - COMPLAINT & SUMMONS - SUMMONS SERVICE EXECUTED.

Q: *Do I fill out the Summons?*

A: Please fill out all data required, i.e. bankruptcy case number, adversary case number, and if you have it, the date and time for the Scheduling Conference. This date is obtained by calling our Calendaring Desk at **702-388-6705** (Las Vegas) or **775-784-5844** (Reno).

Q: *Do I pay for the Adversary at the Clerk's counter when I bring the summons?*

A: No, you pay online. You will be prompted to pay after you have e-filed the Adversary Complaint.

Q: *How do I pay for Verified Petitions, Registry Funds, etc. online?*

A: Funds for these documents need to be paid at the Clerk's office. Please electronically file the required documents, then bring a COPY of that document to the Clerk's office along with your check. You will be issued a receipt at that time. Remember to make your Verified Petition checks out to UNITED STATES **DISTRICT** COURT.

Q: *Can I use any credit card (including someone else's) to pay our electronic filing fees?*

A: Yes.

Q: *Do you keep our credit card information on file?*

A: No. Neither the Court nor Pay.Gov retains any credit card information.

Q: *How long do I have to pay outstanding fees?*

A: You will be locked out of the system if your account remains unpaid by the next business day. To unlock your account, login to CM/ECF, click on UTILITIES and then on INTERNET PAYMENTS DUE and proceed to pay your balance. Once you have received confirmation of payment, all filing screens will be open for additional filing.

Q: *After I pay I still have a blank screen, now what?*

A: You may have a setting in your browser incorrectly designated. From Internet Explorer select Tools> Internet Options> Settings, be sure "Every visit to the page" is selected. If this is in order, select Tools > Internet Options > Delete Cookies. Once the cookies have been deleted, click on Delete Files and check "delete all offline content". This should resolve the problem. If not, please call the Help Center.

Please Note: Procedures for accepting payment for filing fees through CM/ECF are issued at a national level - the Court did not set up local procedures.

DID YOU KNOW

? ? ?

When you file amended schedules and add new creditors to a case you have the responsibility to mail the 341 meeting notice to those additional creditors. Also, be sure you file a Certificate of Service.

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When you open a new Adversary case you need to round the dollar demand to the nearest thousand.

? ? ?

When you docket a Motion to Approve Settlement on an Adversary proceeding you must also docket the same pleading in the related bankruptcy case. However, when you submit the Order, you will electronically upload under the ADVERSARY case number only.

SCANNER INFO

Please be sure that your scanners are set properly. They should be registering **200 - 300 DPI (Dots Per Inch)** and the pages should measure **8.5 x 11 inches**.

If you do not have the correct configurations, you risk the chance of having your Orders returned unsigned as they may not comply with the required settings to accommodate the Judge's electronic signature stamp.



Troubleshooting: If you have attempted to upload a PDF which exceeds the 3 mg. size limit, you will receive an error message. You will have to break the document into smaller increments. Beware of a lot of black or gray areas, photographs and fine print - they can greatly increase the size of your document.

DOCKETING TIPS

Following is a short list of common docketing errors frequently encountered.

★ **Incorrect Courtroom locations** chosen when you are docketing hearing notices. Remember to select the courtroom associated with the Judge assigned to your case.

★ To docket a **Notice of Hearing** be sure you choose **HEARING (BK)** under the Notice category. A common error is to choose 'Notice' or 'Notice BNC'. By making an error with the wrong category your Motion may not show up on it's calendar date.

★ **Multi-Part Motions** - remember, when you are requesting more than one relief type in your motion or application, you need to hold down the Ctrl key and select each type from the drop down list.

REMINDER:

COURTESY COPIES - Administrative Order #02-1 requires paper copies be submitted to Chambers of all **MOTIONS, OPPOSITIONS, REPLIES, MEMORANDUMS OF LAW, EXHIBITS** and **ATTACHMENTS** that have been previously submitted electronically.

We hope you found the first edition of the **BUGLE** informative (if not entertaining)! If you have any comments, questions or contributions, please call the Help Center at **866-232-1266**. We appreciate your comments.

