

# THE BANKRUPTCY BUGLE



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

**HELP CENTER - 1-866-232-1266**

**JUNE 2006**

## A MESSAGE TO NEW E-FILERS



You've graduated from E-Filing Class at the Bankruptcy Court - District of Nevada.

Congratulations! Now that you've "gone live" we want to assure you that our goal is to serve, assist and support you and your staff so that the transition from paper to electronic filing becomes an asset to your law practice or agency, as the case may be.

When the classes end and the homework is complete, there is a Support Team waiting at the Bankruptcy Court to help you with your questions or problems. Please call the Help Center at **1-866-232-1266** to assist you. Hours of operation are: Monday - Friday from 9:00 AM - 12:00 PM and 1:00 PM to 4:00 PM.

If lines are busy, leave a message - we return all calls in the order received, and they are returned as promptly as possible.

And Not to be Ignored...A MESSAGE TO  
EXISTING  
E- Filers...

If your office staff is changing and your new personnel are going to e-file for you, let the

Bankruptcy Court help you train your new staff! We offer classes each month, and your new employees can get hands-on training directly from the Court. We highly encourage you to utilize our class. The benefits are priceless! First of all it's FREE! Second, it relieves your remaining staff of training new people in a busy environment full of interruptions and deadlines.



We offer a 3-hour course, and we're more than willing to help get your new staff on board! Our Web Site ([www.uscourts.gov](http://www.uscourts.gov)) has a list of the available dates and times of upcoming classes, and the Help Center will be more than happy to put you in touch with the trainers to get your new employees signed up and ready to go!

*Troubleshooting: If you have attempted to upload a PDF which exceeds 3 mg. size limit you will receive an error message. You will need to break the document into smaller increments. Documents with a lot of black or gray areas, photographs and fine print can greatly increase the size of your project. Also, make sure your scanner is set not to exceed 200 - 300 dpi (dots per inch) and pages should measure 8.5 x 11 inches.*

## ELECTRONIC BANKRUPTCY NOTICING

The U.S. Bankruptcy Court now offers a new way for the bankruptcy e-filers to receive notices. Electronic Bankruptcy Noticing (EBN) is a free service that allows court notices to be transmitted electronically. You can receive notices via Email, Fax or EDI. Contact [www.ebnuscourts.com](http://www.ebnuscourts.com) or call 1-877-837-3424 to learn more or to sign up for this great service.



## MOTIONS TO APPROVE SETTLEMENT

Since the last issue of the Bugle, we have revised the docketing procedures on **Motions to Approve Settlement**. Please use the following steps, effective immediately:

In the **Bankruptcy** Case -

Docket: **Motion, Notice of Hearing, Certificate of Service and Upload the resulting order**

In the **Adversary** Case -

Docket: **Motion and Upload the resulting Order**



**VERIFIED PETITIONS** are filed electronically but paid for OVER THE COUNTER at the Bankruptcy Clerk's office. Make checks payable to US District Court, and bring a COPY of the Verified Petition cover page in with the payment.



## OPENING NEW PETITIONS

After you have opened your voluntary petition (either manually or by program upload) the following steps must be completed.

UPLOAD: **Matrix**

DOCKET: **Judge/Trustee Assignment**

**Statement of Social Security #** (Individual Debtor)

**Certificate of Credit Counseling** (individual debtor) (Docket separately if there are two individuals filing the petition.)

**Declaration of Electronic Filing**

**Means Test** (Individual only)

Ch 7 -Means Test

Ch 13 -Statement of Current Monthly & Disposable Income

Ch 11 -Statement of Current Monthly Income

Ch 13 **Plan #1** (if applicable)

**ALL** Chapter 13 and 11 cases are opened as **ASSET** cases.

**DO NOT** include the above documents inside the petition. They must be docketed separately!!!



## DOCKETING TIPS

**MEANS TEST** - If you did not file with the original petition, **DO NOT** file this document as an Amendment. It should be docketed separately under: Category: **Miscellaneous > Chapter 7 Means Test**.

**ERRORS** - If you know you've made a docketing error, please don't try to "fix it" by re-docketing the same document again. **STOP** and call the Help Center to report the problem. Often the Court can fix the problem without you having to make additional docket entries.

**ORDERS SHORTENING TIME** - Use the following steps when requesting an Order Shortening Time (OST).

- 1) Docket the initial Motion (you are bringing before the Court)
- 2) Docket the Motion for OST
- 3) Docket an Affidavit or Declaration in Support of the Motion for OST
- 4) Docket Atty Information Sheet
- 5) Upload the OST

After you have received a copy of the signed OST do the following:

- 1) Docket the Notice of Hearing (using dates provided in the OST)
- 2) Docket Certificate of Service

**NOTICE OF HEARING** - **Please use caution when docketing this event.** When docketing a Notice of Hearing to put a motion on calendar use the category **NOTICE > HEARING BK**. This is the ONLY docket event that will correctly put your hearing on calendar. Pay special attention to choosing the correct courtroom location AND when adding the hearing time watch out for the correct category for AM or PM.

When you get to the calendar screen ([see the visual aid attached](#)) **NEVER** check the box "Create Schedule Record for Current Docket Entry". REASON: It will put your NOTICE on calendar along with the motion and this creates a calendaring nightmare for the Court.

## DOCKET TEXT ENTRIES -

**Certificates of Service** - Is it on the document or not? Common errors that occur in docket entry is forgetting to put it in the docket text if it's there, or putting it in the docket text when it's NOT there.

**Ex Parte documents.** Common error is that it is on the pleading title but the text is not enhanced to reflect it. Use those prefix drop-down boxes!

**Incorrect Relating (or Linking).** Common errors are not relating to the correct event(s). Be sure that you pick ALL the events that are reflected in the pleading you are docketing. If there's more than one event, please pick all that apply!

**File a Notice:**

06-70040-bam JUSTIN CHUGGIN

Type	hrg
Date	7/24/2006
Time	10:00
Location	BAM-Courtroom 3, Foley Federal Bldg
Prompt	

The following schedule records will be associated with the docket entries specified below.

Select from the following docket entries those which the above schedule records should be associated with.

Create Schedule record for current docket entry.

- 06/28/2006 [31](#) Motion to Convert Case to Chapter 13. *or in alternative*, Motion to Dismiss Case Filed by Aty Ivey on behalf of Tr Ivey (Ivey, Aty)
- 06/28/2006 [31](#) Motion to Convert Case to Chapter 13. *or in alternative*, Motion to Dismiss Case Filed by Aty Ivey on behalf of Tr Ivey (Ivey, Aty)