

# THE BANKRUPTCY BUGLE

A CM-ECF INFORMATION NEWSLETTER-  
SPONSORED BY:

The United States Bankruptcy Court-  
District of Nevada



HELP DESK 866-232-1266

MAY 2007

## OPENING A NEW PETITION

After you open a voluntary petition by either manual input or program upload, the following steps should be part of your routine if your program has not already uploaded/docketed them for you:

<i>Upload</i>	MATRIX
<i>Docket</i>	JUDGE/TRUSTEE ASSIGNMENT
<i>Docket</i>	STATEMENT OF SOCIAL SECURITY
<i>Docket</i>	DECLARATION OF ELECTRONIC FILING
<i>Docket</i>	MEANS TEST (Individuals Only)
<i>Docket</i>	CERTIFICATE OF CREDIT COUNSELING (Individuals Only)
<i>Docket</i>	CHAPTER 13 PLAN #1 (If Applicable)

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



## FREQUENTLY ASKED QUESTIONS...OR... ASK THE BUGLE!

**Q:** Some agencies require a physical seal or stamp of the Court for official notification (such as proof of Automatic Stay, etc.) Can we still get a seal without having a document certified?

**A:** You may obtain an official Court seal with basic case filing information through ECF using the following steps: Query > enter the case number > run query > click on Notice of Bankruptcy Case Filing. The page will display the official Court Seal, case number, chapter and date of filing. You may print the page at the current Pacer charge. **ALSO**, a new feature recently added by the Court - every document now has a printed header at the top of each page showing the case number, document number, date filed and page number. This information automatically appears at the top of the document you print.

**Q:** How can I get a "free look" at the docket entry I've just completed?

**A:** When the Notice of Electronic filing is e-mailed to your office by the Court, click on the document number. You are entitled to one FREE look for 15 days!

**Q:** We're getting a lot of e-mail on cases we aren't involved in anymore. How can we stop that?

**A:** At this time the only way to discontinue e-mail notification is to formally withdraw from the case. Once the order has been signed approving the attorney's withdrawal, they will be terminated from the case. At that time your e-mail notification will be discontinued.

**Q:** If I make an error in docketing, should I just re-docket the entry the way I think it should be done and then let the Court know?

**A:** No, please don't re-docket. There are a number of reasons why it's easier to **STOP** and call us first. Some errors can be fixed by simply replacing the pdf, while others may require more detailed corrections. So whenever possible call the **HELP DESK (866-232-1266)** first, and we'll help you correct your errors.



## WELCOME NEW E-FILERS!

Every month new e-filers join the District of Nevada CM-ECF group.

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.

Even when classes have ended and the homework is complete it does not mean that you are now on your own! Our Help Desk is available Monday - Friday from 9:00 AM to 12:00 PM and from 1:00 PM to 4:00 PM to answer your calls and assist you as needed. Please call us at 866-232-1266 with your problems or questions. If the lines are busy, please leave a message. We return all calls as promptly as possible.



## COURTESY COPIES

*All Nevada Bankruptcy Judges require paper courtesy copies on matters with a hearing date and time. Courtesy copies are required to be provided within 24 hours of the electronic filing or at least 10 business days prior to the hearing.*



## PASSWORDS AND LOGINS

Remember that the login assigned by the Court to an individual belongs to that individual. They have agreed to be responsible for themselves as well as others they have designated with the Court to docket using their login. That is why it is so important to change your password often! CM/ECF passwords should be updated on a regular basis and should always be changed if a user changes firms.

## I OBJECT!



There are several ways to docket an objection. Please be very careful when using the category and events lists we have provided. For instance, if you're objecting to a Plan or a Disclosure Statement, you'll find the event under Plan > Objection to Confirmation (or) Objection to Disclosure Statement...whereas if you're objecting to just about anything else, you will find the event under Answer/Response!

## SCANNING REMINDER

Remember that scanners need to be set to meet the required size and restriction for pdfs you are attaching. Your scanners should be set between 200 and 300 DPI (Dots Per Inch). If you are getting "timed out" or messages that your document exceeds the 3 mg size limit, check your scanner settings.