

THE BANKRUPTCY BUGLE

A CMI-ECF Information Newsletter
Sponsored by: The United States Bankruptcy Court -
District of Nevada



HELP CENTER: 1-866-232-1266

October 2007

DISCHARGES and FORM 23



Just a reminder that

Official **Form 23** has to be filed with the Court before a discharge can be issued in a Chapter 7 case. The form can be filed with the Financial Management Course Certificate or on its own, and should be docketed under Miscellaneous> Financial Management Course (Official Form 23).

If you have already docketed the Financial Management Course in your individual bankruptcy cases, please go back and docket Form 23 using the same event.

The Court won't issue a discharge until you docket this form.

Please docket Official Form 23 on **all** Chapter 7 cases awaiting discharge.

CORRECTING MISTAKES



When you find that you've made a docketing error, please

STOP! Don't try to fix it and don't re-docket and call us later ... please call us **FIRST**.

Though it's too late to help this poor kitty's bad hair day mistake, it's just possible we can help fix your *docketing* mistake "behind the scenes" to avoid unnecessary clutter on the docket. So please call the **HELP DESK** at

1-866-232-1266

and talk to us before you proceed. If it is after hours or our lines are busy, please leave a message and we WILL get back to you. If you don't want to wait, send us an e-mail at helpdesk@nvb.uscourts.gov and you will be contacted by the Court.



Order Re: 521 Compliance and Notice of Requirement to File Financial Management Course

Many of our e-filers have noticed that Chapter 7 cases are showing the Order re: 521 Compliance and Notice of Requirement to File Financial Management Course docketed on cases almost immediately. This is not an error. When a case is **OPENED**, providing all required documents have been filed, the 521 Order and Notice of Financial Management Requirement will be docketed by the Court. This new policy will significantly enhance and expedite the management of the Chapter 7 cases filed in our Court.



CM/ECF REPORTS

This column will appear each month in the BUGLE and will showcase a different report available to you in CM/ECF. This month's feature is

DOCKET ACTIVITY REPORT

To access this report, log on to ECF, click on **REPORTS** from the blue tool bar. Click Docket Activity. Enter your Pacer password, if required. Here you can customize your report by using the available functions. One of the best features of this report is that you can elect to view activity for your cases only by leaving the default box setting of: "Only cases to which I am linked" checked.

Remember: Pacer fees apply on these reports.

UPLOADING ORDERS



Following is a detailed account of how to handle problems you may encounter while uploading an order:

Upload an Order - no motion filed:

FAILURE: Your PDF document has one or more pages that exceed the standard page size limit and cannot be accepted until fixed.

You can fix this problem by converting the PDF in your PDF software as follows:

Adobe Acrobat 6.0 and higher.

In Adobe Acrobat 6.0 open your PDF document. Print out the document (choose File > Print), but in lieu of selecting a printer under printer Name, select "Print to PDF". This will not print it on paper through your printer, but will make a corrected copy for you to save as a file. Save the document with a slightly different file name than the original. Submit this new PDF document into CM/ECF.

Adobe Acrobat 5.0.5

In Adobe Acrobat 5.0.5 use the Distiller printer, which is a "virtual" printer that only prints to a file. The PDF Distiller printer in your Printers folder needs to be made the default printer. Open your PDF document. Print out the document (choose File > Print), but in lieu of selecting a printer under printer Name, select "Acrobat Distiller". This will not print it on paper through your printer, but will make a corrected copy for you to save as a file. Save the document with a slightly different file name than the original. Submit this new PDF document into CM/ECF.

Other

Consult with your computer professional.

NOTE: If your PDF documents encounter this failure often, consult with your computer professional regarding the proper configuration of the hardware and software that is used to produce your PDF documents.

(Technical Explanation: Each page of your PDF may display as the correct page size (8.5" x 11.0") within Adobe Acrobat when in fact it will be rejected on the basis of an error in a hidden value called MediaBox. This value can be seen after opening your PDF in Microsoft Word or similar application and searching on the term "MediaBox". The correct value is /MediaBox[0 0 612 792], i.e., 612 points by 792 points, which equals 8.5 inches by 11.0 inches. A page may be slightly larger or smaller than this standard, i.e., by 11 points. The maximum page size is /MediaBox[0 0 623 803]. The minimum page size is /MediaBox[0 0 601 781].)



PASSWORDS

In every issue of the BUGLE we try to stress the importance of changing your CM/ECF password on a regular basis. It is a good idea to make a habit of changing it at least once a month or so, but especially each time an employee leaves your firm (or you leave a firm).



COURTESY COPIES

Filing Users shall provide courtesy copies to Chambers of all motions, oppositions, replies and memoranda of law, together with all exhibits and attachments which have been submitted by electronic form on the System until further ordered by the Court.

CHAPTER 13 DISCHARGES

Please review Administrative Order **07-1 Issuance of Chapter 13 Discharges** included in this issue of the BUGLE.

*The Staff of the BUGLE wishes everyone a **HAPPY HALLOWEEN!***



MARIANNE AND TAMI

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEVADA

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In re:)
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)
ISSUANCE OF CHAPTER 13)
DISCHARGES)

ADMINISTRATIVE ORDER 07-1

The standing chapter 13 trustees in this district have recommended that the court adopt the new local form “Debtor’s Certificate of Compliance with Conditions Related to Entry of Chapter 13 Discharge Together With Notice Thereon” for submission by chapter 13 debtors prior to issuance of a discharge for cases filed on or after October 17, 2005. The court, having reviewed the form and determined that it is necessary to adopt this form for the efficient processing of chapter 13 cases, hereby **ORDERS** that:

1. Any debtor seeking entry of a discharge under 11 U.S.C. § 1328, in a case filed on or after October 17, 2005, shall complete and file the local form “Debtor’s Certificate of Compliance with Conditions Related to Entry of Chapter 13 Discharge Together With Notice Thereon” within 30 days after receiving the court’s “Notice of Requirement to File Debtor’s Certificate of Compliance with Conditions Related to Entry of Chapter 13 Discharge Together With Notice Thereon.” This Notice will be sent out after the objection period to the Trustee’s Final Account & Report has passed. The Debtor’s Certificate of Compliance form will be available on the court’s website at: <http://www.nvb.uscourts.gov/>.

2. Once the “Debtor’s Certificate of Compliance with Conditions Related to Entry of Chapter 13 Discharge Together With Notice Thereon” is filed with the court, it will be noticed through the Bankruptcy Noticing Center (BNC) to all creditors.

3. If no objections are filed within 20 days after service of the “Debtor’s Certificate of Compliance with Conditions Related to Entry of Chapter 13 Discharge Together With Notice Thereon,” and if the debtor is otherwise eligible to receive a discharge, the court may issue a discharge in the case.

4. Failure to timely file this certification may result in the case being closed without entry of a discharge.

IT IS SO ORDERED.