

# BANKRUPTCY BUGLE

A CM/ECF Newsletter  
sponsored by the

UNITED STATES BANKRUPTCY COURT

District of Nevada



JANUARY 2008

## ADVERSARY TIPS AND TIDBITS

**SUMMONS:** The Court now issues the Adversary summons electronically. Once you have opened a new Adversary Complaint, go back to **Adversary > Complaint & Summons > Request to Issue Summons**.

You will be prompted to choose the party(s) the summons is to be issued on. The Court will assign the scheduling conference date and electronically issue the Summons. You will then download the summons for service.

You will be responsible for docketing the Summons Service Executed after service.

**NOTICE OF REMOVAL:** This is treated as a NEW Adversary, and must be opened as such. It is NOT to be docketed under "Notice" and enhanced to say "Removal".

To open the new Adversary, select "Open an Adversary Proceeding", select "n" from the complaint drop down box and continue opening the new case..

## SELF-CALENDARING A MOTION

You may only self-calendar matters on the calendar of the judge assigned to your case on the dates that are set on the web page for that

judge. If matters are incorrectly set, the court may automatically vacate the hearing and you may be required to pay a new filing fee and obtain a new hearing date which you must re-notice in accordance with the local rules.



## GREETINGS TO NEW E- FILERS

Every month new CM/ECF e-filers are joining the District of Nevada. We welcome you all, and want to assure you the Court's goal is to serve, assist and support you and your staff so that the transition from paper docketing to electronic filing becomes an asset to your office.

Even when classes have ended our staff is here to support you - you're not on your own! Call our **HELP DESK** at **866-232-1266** for any assistance you may need for e-filing.

The hours of operation are: Monday - Friday from 9 AM - 4 PM, closed from 12:00 PM to 1:00 PM, and all official federal holidays. If you prefer, you can also e-mail us at:

[HelpDesk@nvb.uscourts.gov](mailto:HelpDesk@nvb.uscourts.gov)



## **ADDITIONAL TRAINING**

And speaking of **new** CM/ECF e-filers...the Bankruptcy Court strongly encourages all

e-filers who have staff turnovers in their office to send their new employees who will be e-filing directly to the Bankruptcy Court for training.

**We cannot stress enough the importance of continuity in training a new employee in CM/ECF.**

The biggest concerns are that any incorrect information or misunderstandings could be continuously passed on from employee to employee, and this makes everyone's job a lot more difficult. Let our staff train yours! The benefits for your business will not only save you time but money as well. The classes are FREE and they last approximately 3 hours. Let's get everyone off on the right foot!

## **RELATING DOCUMENTS**

Or, as we in the "biz" like to refer to it: "linking". Why is it so important? Well, it helps you get your motions on calendar correctly, for one. It also makes it so much easier to read a docket sheet and do research on a case, to name a few! So to help you get started, remember: Whenever you are docketing a pleading that **RELATES** to another pleading on file already, you need to relate it to that document so we can follow the paper trail! This specifically relates (no pun intended) to Notices, Notices of Hearing

and Certificates of Service, Declarations, Replies, Responses, Objections, Affidavits, etc. If we left anything out, it was an accident! Bottom line: **RELATE RELATE RELATE**.

## **DOCKETING TIPS and MORE GIBBETS**



**MEANS TESTS** forms are docketed using a separate event. Please do not submit them inside the petition. There is a specific event for each chapter under the Miscellaneous category.

**PREFIX DROP-DOWN BOX** has all kinds of events to match your pleadings titles, so be sure and take advantage of them!

You'll find **AMENDED, EX PARTE, PROPOSED, STIPULATED, FIRST, FINAL** and so *many* more there for your docketing pleasure!



### **COURTESY COPIES**

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



## **FILING UNDER SEAL**

Regarding LR 9018. Secret, Confidential, Scandalous, or Defamatory Matter.

You must file a motion to file under seal (but not the documents themselves) electronically, unless prohibited by law or unless the filing is exempt or excepted from the requirement of electronic filing. If the motion itself contains confidential information you must serve and file a redacted version clearly marked as such, and submit an unredacted version in camera. If the court requests, you must deliver paper copies of the documents proposed to be filed under seal to the presiding judge for in camera review. The Court will review the in camera submission and enter an appropriate order directing that all or part of it be filed under seal, be made part of the official public file, or be permitted to be withdrawn. If the court orders the document to be sealed the moving party must submit an order in compliance to LR 9021 which will be docketed by the clerk. The court order will be docketed electronically unless prohibited by law. If the court grants the motion in whole or in part, you must deliver to the clerk a paper copy of the documents to be filed under seal. Papers submitted for the court's in camera inspection must be accompanied by a captioned cover sheet complying with LR 9004 indicating they are being submitted in camera. Counsel must provide to the court an envelope large enough for the in camera papers to be sealed without being folded. A copy of the sealing order on paper must be attached to the sealed documents. Unless the court orders otherwise, the clerk will file any documents ordered to be filed under seal on paper and not electronically.

## **NEW FORMS ARE HERE!**

Check out our website for a list of the new forms...and don't forget to contact your software company for any associated updates.

## **PASSWORDS and LOGINS**



The login assigned by the Court to an individual represents one way you sign your document. You have agreed to be responsible for anyone who uses that login. This also includes financial responsibility. That is why it is so important to change your passwords often! CM/ECF passwords should be changed on a regular basis and should **always** be changed when you have staff turnover.

## **OFFICIAL FORM 23**

There's still a lot of confusion about these forms and how and when to docket them. They are required on ALL individual chapter 7 and 13 (non-business) cases currently awaiting discharge.

These forms can be filed WITH the Financial Management Certificate or WITHOUT. Form 23 must be signed by the debtor. They can be signed electronically (/s/) as long as you have the debtor's original signature on the document in your office.

## **VERSION 3.1.6**

Was effective as of November 17, 2007.

Please visit our website for highlights.

[www.nvb.uscourts.gov](http://www.nvb.uscourts.gov)



**from  
The BUGLE Staff!**