

# BANKRUPTCY BUGLE



**APRIL 2010**

**A CM/ECF  
Newsletter**

**Inside this issue:**

New Court Telephone Numbers	1
Calendaring Hearings Online	2
Browser Support	2
Bits 'n Pieces	2

## WELCOME NEW E-FILERS!

Each month new e-filers are joining the District of Nevada on-line document filing system.

We want to welcome all new e-filing graduates, and assure you that the Court's goal is to support and assist you and your staff so that the transition from paper to electronic filing becomes an asset.

Though you may be finished with the classes we have provided, our support does not end there. The Help Desk is available Monday - Friday from 9:00 AM to 12:00 PM and from 1:00 PM to 4:00 PM. Call us at:

**866-232-1266**

We also have created an e-mail address for your added convenience. You may send requests or questions to us at:

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

Our support staff will respond as quickly as possible during normal Court business hours, Monday - Friday from 9:00 AM to 4:00 PM.

## NEW COURT PHONE NUMBERS

**Effective March 29, 2010**, all current Las Vegas Nevada Bankruptcy Court phone numbers were changed. The new main telephone number to contact the **Las Vegas Clerk's** office is:

**(702) 527-7000**



**Effective April 5, 2010**, all current Reno Nevada Bankruptcy Court telephone numbers were changed. The new main phone number to contact the **Reno Clerk's** office is:

**(775) 326-2100**

Frequently called numbers and e-mails are listed on the court's website under Court Information:

<http://www.nvb.uscourts.gov/about-the-court/contact-information/>

# CALENDARING HEARINGS ONLINE!



Hearing dates for Las Vegas and Reno can now be requested online. Self-calendaring dates are available for Motions for Relief from Stay and Motions to Strip Liens in Las Vegas cases.

To request a hearing date, go to

<http://www.nvb.uscourts.gov/calendars/hearing-request-form/>

By clicking on the link for Las Vegas or Reno, a pop up will appear for you to complete with hearing details.

Submitting the completed form will route your request to Court Services where it will be processed and you will receive an e-mail confirmation with the hearing date and time.

*The Court would like to say a special **THANK YOU** to all our e-filers. You're doing a great job, and we appreciate the care, diligence and pride you take in presenting your work on the docket. On behalf of the Judges and the Clerk of the Court, thank you all!*

## BROWSER SUPPORT

CM/ECF only works correctly with Firefox 2.0, Internet Explorer 6.0 and 7.0.

### NO OTHER BROWSERS ARE SUPPORTED!

So if you get a strange error message, an order won't upload, a security violation message suddenly pops up, or some other issue that has never occurred before, the first thing to do is check to make sure you are using the correct browser. If that doesn't clear up your problem, then call the Help Desk at

**866-232-1266**

## 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 2 business days of the electronic filing or 1 business day if the matter is to be heard on shortened time.

If you mail your courtesy copies to the Court, please address them to the Clerk of the Court, and not directly to the assigned judge. The Clerk's office will distribute the courtesy copies to the appropriate parties.

## BITS 'N PIECES

A new **Judgment Report** is now available in CM/ECF. It is located under **REPORTS > Judgments** and is available to search by: **Judgments Filed Before April 1, 2010** or **Judgments Filed After April 1, 2010**.

This is a report that will enable one to search all orders that have been docketed using certain search criteria.

## 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.

To change your password, go to **UTILITIES>YOUR ACCOUNT> MAINTAIN YOUR ECF ACCOUNT> MORE USER INFORMATION**. Delete your old password and re-type your new password. Return to Account Screen, then click on "submit" to complete the process. When you see the message that your transaction was successful, your password has been changed.