

# BANKRUPTCY BUGLE



MAY 2010

A CM/ECF  
Newsletter

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## NEWS NEWS NEWS

Effective December 1, 2009, Local Rule 4001(a)(1)(B) requires the § 362 information sheet to be attached to motions for relief from stay as a **cover sheet** rather than an exhibit. Please note the Local Form, Section 362 Information Sheet (NV\_4001) may be found on the Court's website at

<http://www.nvb.uscourts.gov/rules-forms/forms/local-forms/>

*LR 4001(a)(1)(B) All motions for relief from the automatic stay and any oppositions to it must have attached as a cover sheet a properly filled out § 362 information sheet, which must be signed by counsel and/or the moving or opposing party.*



There are new transcript and CD request forms on our website at:

[www.nvb.uscourts.gov/rules-forms/forms/local-forms/](http://www.nvb.uscourts.gov/rules-forms/forms/local-forms/)

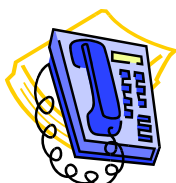
An order for a CD requires payment at the time you order.

An order for a transcript requires a deposit. You will be contacted by Court Services regarding the amount of deposit needed to process the order.

## 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/>

# BANKRUPTCY PETITIONS

## **VOLUNTARY PETITION**

**Official Form B1, known as a "Voluntary Petition" must be used by a debtor to begin a bankruptcy case.**



A new bankruptcy case, whether voluntary or involuntary, must be opened using the official bankruptcy forms available on the court's website.

11 USC 301(a) and (b) state a voluntary (or involuntary) petition is commenced by the filing with the bankruptcy court of a petition.

Federal Rule 1002 states a petition commencing a case shall be filed with the clerk.

Official Form B1 (Voluntary Petition) consists of three pages and all are required to be filed to open the proceeding.

Official Form B5 (Involuntary Petition) consists of two pages that are required to open the proceeding.

The forms are located at:

<http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>

## **ADVERSARY SUMMONS**

The court issues the Adversary summons electronically. The e-filer must request the summons be issued in CM/ECF. Once a new Adversary Complaint has been opened, then docket Adversary > Complaint & Summons > Request to Issue Summons. At the prompt, choose the party(s) to receive the summons. The court will assign the scheduling conference date and electronically issue the summons. When issued, download the summons for service. Once served, docket **Summons Service Executed**.



## **BUGLE MANIA!**

Be the first to receive your Bankruptcy Bugle "HOT-OFF-THE-PRESS!" Be the first in town to "READ ALL ABOUT IT!" If you want to be one of those "In-The-Know" Bugle Fans you can sign up to receive your Bugle via e-mail right from the Court! Just drop us a line at

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

Give us your current e-mail address and we'll do the rest!

## **SPECIAL REPORTS**

A report on Written Opinions is available in CM/ECF. It is located under Reports > Opinions > Written Opinions.

A customized search can be performed in this event by using a specific case number OR a complete list of Opinions on record can be viewed by changing the filing dates.

*For example: Filed between 01/01/10 and 05/01/10 will bring up all of the Opinions filed during that time frame. To broaden your search, simply adjust the filed date to an earlier month or year.*

## **OFFICIAL FORM B23**

Once a debtor has completed the Financial Management Course, **Official Form 23** must be filed with the court in order to comply with BAPCPA discharge requirements for each debtor.

When a case involves joint debtors, please be sure to file Form 23 for both debtors so the case can be timely discharged.



# CALENDARING HEARINGS ONLINE!

Hearing dates for Las Vegas and Reno can now be requested online.

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.

Self-calendaring dates are available for Motions for Relief from Stay and Motions to Strip Liens in Las Vegas cases.



## 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 (**as courtesy copies**), and not directly to the assigned judge. The Clerk's office will distribute the courtesy copies to the appropriate parties.

## NEW REPORTS!

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 specific 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.