

BANKRUPTCY BUGLE



JULY 2010

CM/ECF
Newsletter

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INCORRECT PDF IMAGES

Effective July 19, 2010, the Bankruptcy Court Clerk's office will no longer accept replacement pdf images to correct a docket entry.

In the event that a docketing error has occurred, the e-filer will be required to re-docket the event and attach the correct pdf image to the docket.

When re-docketing the event and the prompt appears that asks "Is this an amended motion?" be sure to answer "YES". By answering yes, a list of all pending motions will display for the e-filer to select which motion is being amended.

Any related documents filed on the incorrect motion will also need to be re-docketed. When the corrected amended or re-docketed documents are filed, the hearing will be placed on calendar.

Please note: the subsequent order should relate to the amended or re-docketed motion.

If you have any questions, please contact the Help Desk at

1-866-232-1266.



SUBMITTING PROPOSED ORDERS

Proposed Orders should not be uploaded for the judge's signature, attach them as an *exhibit* to the motion. Upload an order **AFTER** the hearing for the judge's signature.

BANKRUPTCY COURT CONTACT NUMBERS

LAS VEGAS CLERK'S OFFICE:	(702) 527-7000
RENO CLERK'S OFFICE:	(775) 326-2100
CM/ECF HELP DESK:	(866) 232-1266

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

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

BANKRUPTCY BUGLE

Reminder:

VOLUNTARY PETITION

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



MOTIONS TO APPROVE SETTLEMENTS

Motions to Approve Settlements should be docketed in BOTH the Adversary and the Bankruptcy cases.

Docket the Notice of Hearing in the Bankruptcy case only.

Do NOT docket the Notice of Hearing in the Adversary Case.

REDACTIONS

Per Local Rule 9037, to redact protected private information from documents other than transcripts or a document other than a transcript that discloses protected private information, the party seeking to redact that information from the publicly accessed electronic docket must file an ex-parte motion to redact.

Upload the order after the ex-parte motion has been submitted. A redacted copy of the document must be attached to the order.

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.



BUGLE MANIA!

Get 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

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

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.

362 INFORMATION SHEETS

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.

WELCOME 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 after 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 to 4 PM. We are closed from 12:00 PM to 1:00 PM, and all official federal holidays. If you

don't need immediate assistance, you can also e-mail us at:

Helpdesk@nvb.uscourts.gov.

We will process your request as soon as possible.

STEPS TO OPEN A VOLUNTARY PETITION

After opening a voluntary petition by either manual input or program upload, the following steps should be taken:

(Note- 1-6 should be done immediately after opening.)

- 1 Upload **MATRIX**
- 2 Docket **JUDGE/TRUSTEE ASSIGNMENT**
- 3 Docket **STATEMENT OF SOCIAL SECURITY**
- 4 Docket **DECLARATION OF ELECTRONIC FILING**
- 5 Docket **MEANS TEST**
(Individuals Only)
- 6 Docket **CERTIFICATE OF CREDIT COUNSELING**
(Individuals Only)
- 7 Docket **CHAPTER 13**
PLAN (If Applicable)

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

JUDGE/TRUSTEE ASSIGNMENT

THIS IS A VERY IMPORTANT STEP in opening a new petition.

It is a crucial part of case opening, and will ensure that you receive your 341 notice immediately.

The file size limits of pdfs in ECF have increased from 3 MB to **4 MB**.