

# BANKRUPTCY BUGLE



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CM/ECF  
Newsletter

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## DOCKETING EVENTS

CM/ECF docketing events are specific for several reasons. The court has provided a variety of events in order to make the docketing process more convenient.

One of the most common errors that occur in e-filing is using one event to cover more than one document. A specific example would be when you want to file the balance of schedules, statements and means test.

The correct way to docket this would be to select each event separately from the BANKRUPTCY MISCELLANEOUS event list. While holding down the Ctrl key, you would select CHAPTER 7 MEANS TEST, DECLARATION

CONCERNING DEBTOR'S SCHEDULES, DECLARATION RE: ELECTRONIC FILING, DISCLOSURE OF COMPENSATION OF ATTORNEY FOR DEBTOR, SCHEDULES, STATEMENT OF FINANCIAL AFFAIRS, and STATEMENT OF INTENTION.

Failure to utilize the correct docket events may result in delayed or inaccurate reports. These reports are provided to the judges, clerk, trustees and the Administrative Office of the U.S. Courts. Additionally these events drive many automated functions, including automatic discharge and closing of cases.

## 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

## CAN'T FIND THE PROPER EVENT?

You can easily locate the correct event by using the "Search" option on the blue tool bar in CM/ECF. You can quickly ascertain the correct category of your event, even if you are uncertain about the event name.

Simply enter a word or a word fragment in the Search field. For instance, if you are filing a Motion to Approve Settlement, enter the word "settlement." All categories containing the word "settlement" will be presented to you, with the word "settlement" highlighted. Each item that the system displays is a direct link to the menu item or event, allowing you to begin filing the document.



## SERVICE OF SUMMONS

The correct event for docketing the service of a summons is SUMMONS SERVICE EXECUTED, rather than Certificate of Service. The Summons Service Executed properly updates the status of an Adversary case.

To file go to ADVERSARY > COMPLAINT & SUMMONS > SUMMONS SERVICE EXECUTED.



## COURTESY COPIES

Local Rule 9014(e)(2) requires 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](mailto: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.*


## STEPS TO OPEN A VOLUNTARY PETITION

(Note: Steps 2-6 should be done immediately after opening.)

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

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

**Reminder:**  
**VOLUNTARY PETITION**  
**Official Form B1, known as a "Voluntary Petition" must be filed by a debtor to begin a bankruptcy case.**



**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.

**BROWSER SUPPORT**  
CM/ECF will function only with the following browsers: INTERNET EXPLORER 6.0 or 7.0 and FIREFOX 2.0.  
No other browsers are supported.

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

