

BANKRUPTCY BUGLE



**NOVEMBER
2010**

**CM/ECF
Newsletter**

Inside this issue:

Calendaring
Hearing Dates

Proposed Orders

Welcoming New
E-Filers

Courtesy Copies

362 Information
Sheets

Opening New
Petitions

Browser Support

Message from the
Clerk

2011 vs 2010!

A new year is right around the corner, and court calendar events are already being set for 2011.

This is the time of year when the most common error on motions and notices of hearings occur—2010 vs 2011.

The notice of hearing is the document that puts your motion on calendar. Without this document, your motion will not be on the court's calendar. Remember to check the hearing date both in the caption of the notice AND the body of the notice. If the year is incorrect, the court will not be able to calendar the matter, and a Notice of Modification (NOM) will be generated which may require the

filing party to re-file not only the notice of hearing, but the motion and all related documents as well.

Chapter 13 Plans should also be filed with the correct date and time of the confirmation hearing. Calendaring will be set from the date and time listed on the Plan, therefore, if the Plan has the wrong date or wrong year, the Plan will not be calendared correctly and it will be the filing party's responsibility to re-notice the hearing.



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



WELCOME NEW E-FILERS!

Each month new e-filers are joining the District of Nevada on-line document filing system. We want to welcome you all, 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 to your law practice or agency, as the case may be.

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 the Help Desk 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:

www.HelpDesk@nvb.uscourts.gov.

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

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.

BANKRUPTCY BUGLE

Reminder:

**VOLUNTARY
PETITION**

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



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)**

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**.

A MESSAGE FROM THE CLERK

On behalf of the bankruptcy judges and all the staff at the Bankruptcy Court, I would like to extend our best wishes for this holiday season to one and all.

May good health and good wishes abound.

- Mary Schott, Clerk

