

# BANKRUPTCY BUGLE



**JANUARY  
2011**

**CM/ECF  
Newsletter**

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## WELCOME JUDGE BEESLEY

On January 3, 2011, The Honorable Bruce T. Beesley was appointed as the newest Bankruptcy Judge for the U.S. Bankruptcy Court for the District of Nevada. Judge Beesley will be hearing cases in Reno and Las Vegas.

Judge Beesley was a practicing attorney for approximately 30 years, specializing in bankruptcy law, but also has experience in civil litigation. Judge Beesley's practice included creditor and debtor bankruptcy representation, commercial litigation, and expert advice or testimony regarding bankruptcy and secured transactions.

Judge Beesley is a native of Oregon, and received a B.S. from the University of Nevada, Reno, in 1975 and his JD from the University of the Pacific, McGeorge School of Law, in 1978, where he graduated with distinction.

On behalf of the Bankruptcy Judges and the Clerk's office of the United States Bankruptcy Court in the District of Nevada, we extend our warmest welcome to Judge Beesley and his staff.

*-Mary Schott, Clerk*

## CASE REASSIGNMENT

The U.S. Bankruptcy Court has reassigned cases to the Honorable Bruce T. Beesley in both Las Vegas and Reno. Hearings will be held in both locations determined by case. All hearings which have been scheduled will be heard by the Judge previously assigned to this case. For the cases in which the hearing may need to be changed to another date and location, the U.S. Bankruptcy Court will prepare the Notice of Hearing and notice it to the appropriate parties.

## NEW ADMINISTRATIVE ORDERS

**LOAN MODIFICATIONS (LAS VEGAS) - 2010-03 (Effective 12/13/2010)**

**NOTICE OF JUDGMENT OF ORDER - 2010-2 (Effective 1/1/2011)**

Copies of these Administrative Orders are available on our website at

[www.nvb.uscourts.gov](http://www.nvb.uscourts.gov)

# BANKRUPTCY BUGLE

## 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. 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.

Past issues of the **BANKRUPTCY BUGLE** make excellent reference materials for docketing tips and procedures. You may access past issues by clicking on the link below.

<http://www.nvb.uscourts.gov/electronic-case-filing/bugle-newsletter/>

## 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.

## LOCATING SIGNED E-ORDERS

To check on the status of an order, please check the docket first to see if it has been docketed. If you do not see the signed order on docket, the next step is to see if the order is awaiting processing. To check the status in CM/ECF go to **Reports > E-Order Reports > Order Query**. If the order is still there, or if the order does not appear under Reports, check your e-mail for a notice from the court.

Court Services notifies submitting parties using the e-mail address on the order of any errors or corrections that must be made before the order can be processed. If, after you have followed these steps and the order still cannot be located, please contact the Courtroom Deputy assigned to the Judge on this case.

## 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

## **VOLUNTARY PETITION**

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

## **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.

## **STEPS TO MANUALLY 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.

## **2010 End of Year Statistics**

Las Vegas Bankruptcy Cases:  
24,273

Reno Bankruptcy Cases:  
5,054

## **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 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.

## **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 About the Court:

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