

# BANKRUPTCY BUGLE



**FEBRUARY  
2011**

**CM/ECF  
Newsletter**

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## ***SPECIAL BULLETINS***

# **COMING SOON!**

The Bankruptcy Court is pleased to announce the upcoming presentation of our new and improved website. We have redesigned our site based on opinions and responses from our users. The new site features improved site availability and access to important information, enhanced site navigation and enhanced online tools. The unveil will take place in late February or early March, watch for updates in upcoming issues of the Bugle!

## **NEGATIVE NOTICE PROCEDURE FOR CHAPTER 7 OR 13 CASES**

If you haven't reviewed Local Rule 9014.1 lately, you could be missing out on a valuable time saver. The rule sets out a list of acceptable categories of motions, objections, and other matters that may be considered by the court without an actual hearing. While not mandatory, all practitioners are encouraged to use negative notice wherever appropriate.

## **OPPOSITIONS TO A MOTION**

Per Local Rule 9014(d), any opposition to a motion must be filed, and service completed on the movant, no later than 14 days before the hearing date for the motion.

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/>

# 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.**

## 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.

## 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.



## 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!

## 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/>

# BANKRUPTCY BUGLE

## **VOLUNTARY PETITION**

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

## **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.

## **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.

## **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/>

