

# BANKRUPTCY BUGLE



January 2012



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## **NEW ADMINISTRATIVE ORDERS**

Summary of Administrative Orders, **effective January 1, 2012.**

### **Administrative Order 2012-01**

This amends Local Rule 3015. Section (e) is new. Upon filing a plan or amended plan, the debtor must serve a copy of it, or a summary of the plan, on the applicable parties.

### **Administrative Order 2012-02**

This amends Administrative Order 2011-03 regarding chapter 11 individual discharges. Upon filing the local Certificate of Compliance form, the attorney for the debtor (or the clerk, if the debtor is pro se) must serve a copy to all creditors.

### **Administrative Order 2012-03**

This amends Local Rule 2002. New section (f) delegates noticing of the chapter 7 Summary of Final Report and Account of Trustee Over \$1500 to the case trustee.

### **Administrative Order 2012-04**

This amends Local Rule 5009 delegating certain noticing duties. The trustee must now notice the Chapter 13 Final Account and Report. When a debtor files the local Certificate of Compliance form, the attorney for the debtor (or the clerk, if the debtor is pro se) must serve a copy of it on all creditors.

### **Administrative Order 2012-05**

This amends Local Rule 9022. The clerk will serve notice of the entry of the judgment or order on local counsel for the movant, who then must serve a copy of it on the applicable parties. For pro se movants or for sua sponte orders, the clerk's office will serve a copy of the judgment or order on the affected parties.

## ***SNABA***

The January luncheon will be at the Pullman Grill in Main Street Station on January 26, 2012, at 11:30 AM. The cost of the luncheon is \$25.00, or \$35.00 with CLE credit when paid by 1/24/2012. Add \$10.00 to each of these prices if you pay after 1/24/2012. This month's program will feature a presentation by Mary A. Schott, Clerk of the U.S. Bankruptcy Court, District of Nevada, on the "State of the Court." To confirm your reservation contact: [SNABA@FRITZLAWYERS.COM](mailto:SNABA@FRITZLAWYERS.COM).

## LOCAL RULES CHANGES

Reminder! Local Rules for Noticing (Administrative Orders 2012-01; 2012-02; 2012-03; 2012-04 and 2012.05) went into effect **JANUARY 1, 2012**. To review, please click on the following link.

<http://www.nvb.uscourts.gov/rules-forms/rules/local-rules/public-comment/>

## LOCAL RULES REVIEW

The Local Rules Subcommittee is reviewing the Bankruptcy Local Rules. Anyone can make comments on the Nevada Bankruptcy Court website under Rules/Forms until January 30, 2012 by clicking on the link below.

<http://www.nvb.uscourts.gov/news-rss/announcements/2011/1209-local-rules-project/>

## CERTIFICATE OF SERVICE

In the District of Nevada, the Certificate of Service requires the names of the parties who have received notice. For each certificate of service sent, a list of recipient names and how notice was sent to each recipient is required. This form can be found on our website at:

<http://www.nvb.uscourts.gov/rules-forms/forms/local-forms/> (form NV 7005). There are options available to do a Certificate of Service: 1) When mailing a notice or other document, you can attach a Certificate of Service as a part of that document, BUT you will need to manually type each person's name or e-mail address who received the notice, including those who will receive electronic notice; 2) File the notice or document, THEN file a separate Certificate of Service AND cut and paste the parties listed in the Notice of Electronic Filing into the Certificate of Service; OR 3) You may attach the Notice of Electronic Filing as an attachment to the Certificate of Service.



### 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.



### 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:

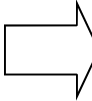
[HelpDesk@nvb.uscourts.gov](mailto:HelpDesk@nvb.uscourts.gov)

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

# BANKRUPTCY BUGLE

## 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.

### **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.

### **BANKRUPTCY COURTHOUSE HOURS**

C. Clifton Young Federal Building and U.S. Courthouse Hours are:

**7:30 AM to 5:00 PM**

Foley Federal Building and U.S. Courthouse Hours are:

**7:30 AM to 5:00 PM**

Bankruptcy Court Intake Hours are:

**9:00 AM to 4:00 PM (Monday— Friday)**

## 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/>

