

BANKRUPTCY BUGLE



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IMPORTANT!

CM/ECF GENERATED HEADERS

Some e-filers are experiencing occasional issues with PDF headers failing to display on their ECF documents. It is for this reason the court recommends all users print to PDF prior to uploading their documents to ECF.

From your application, choose Print and in the printer destination, choose Adobe PDF (or a similar print driver capable of creating a new PDF). This will create a new PDF document that will allow the headers to appear. This step should be performed regardless of whether the document is a word processing document, existing PDF, or a scanned image.

AMENDING SCHEDULES

To amend schedules of a petition, go to Bankruptcy > Miscellaneous > Schedules/Declaration re Schedules. Follow the docket prompts, and select the schedule(s) you are amending. If you are adding a new creditor(s), you will incur a filing fee.

After you have completed this docketing step, go to Bankruptcy > Creditor Maintenance and add only the NEW CREDITORS to the case. You may do so by either choosing Enter Individual Creditors and add them individually in UPPER CASE, *OR* you may save the new creditor's list as a .txt file and then upload this new creditor matrix file.

NOTICE OF HEARINGS

To calendar an event, go to Bankruptcy (or Adversary for an adversary case) > Notices > Hearing (BK or ADV). If you do not choose one of these events, your matter may not appear on calendar. Please note that there is a separate event in the Notice category simply titled Notice. This is to be used **ONLY** for a generic notice and not to set a hearing date.

Also, please be sure that the initials of the judge assigned to the case appear on the pleading to ensure correct calendaring.

ORDERS OF DISMISSAL

On all dismissed cases, the Clerk sends a “Notice of Dismissal; Notice that All Pending Hearings are Vacated” to all parties in the case. It has been determined that this notice meets the requirement for noticing all parties for a dismissal. Noticing of the Dismissal Order will NOT be required by the filing party.

E-MAIL NOTIFICATIONS

There is a way to determine who will or will not receive e-mail notification on a specific case. In CM/ECF you may select Utilities > Miscellaneous > Mailing Info for a Case. Enter your case number and click Submit. This will give you a list of the parties who are currently on the list to receive e-mail notice, and a list of parties who are NOT to receive e-mail notice. There is also a link directly to a Creditor List and a link to the Mailing Matrix that you can print labels from.

NEW!

CM/ECF FILING AGENTS

If an attorney or trustee requires more than one login, they may request additional filing agents who may file on their behalf. The login for the filing agent(s) will reflect the name of the attorney or trustee. Filing agents cannot associate a generic PACER login with their user accounts. If the “agent” performs electronic filing for more than one e-filer, they are required to choose that e-filer upon logging in, and may change the e-filer at any time. The e-filer for whom they are filing for at the time will be displayed in the menu bar. The “agent’s” name will appear only in the systems transaction logs, and the “agents” have no rights to change passwords or user information. By default, the “agent” cannot add e-mail information, this will always default to the e-filer’s e-mail information. Any e-filer who wishes to request a filing agent, please contact the court at:

HelpDesk@nvb.uscourts.gov

CHAT

The Nevada Bankruptcy Court has implemented a new CHAT service for the public. The CHAT Help Desk will be answering questions online Monday—Friday during regular court hours. In addition, phone calls to the Help Desk at 866-232-1266 will still be answered. Access to CHAT can be found at the court website’s home page:

www.nvb.uscourts.gov



BUGLE MANIA!

Get your 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 from the Court! Drop us a line at:

HelpDesk@nvb.uscourts.gov

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



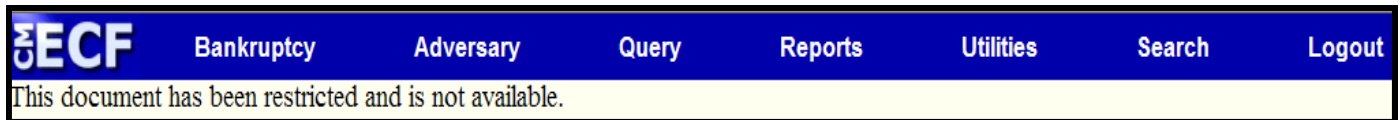
PACER ACCESS RESTRICTIONS

The Judicial Conference agreed to amend its privacy policy to restrict, under certain conditions, public access through the Public Access to Court Electronic Records (PACER) system to documents in bankruptcy cases that were filed before December 1, 2003, and have been closed for more than one year. This restriction occurred automatically when the court upgraded to CM/ECF Release 4.1.

Dockets in CM/ECF remain available to the general public via PACER. This does not mean the case documents are restricted from viewing, it just means the documents cannot be viewed on PACER due to privacy restrictions. The public may still view the docket at the courthouse on the public terminals in the lobby of the clerk’s office in both Las Vegas and Reno, during normal public hours.

Any portion of the docket (that is not REDACTED or UNDER SEAL, which means the document cannot be copied under any circumstances) may be copied at the standard copy cost of .10 per page. Other options are also available if someone cannot come into the clerk’s office in person. One option is to send a file search fee of \$30.00 to the court. The clerk’s office will research the copy fees and notify the party of the charges, which will need to be paid before the order is processed. Another is to employ an outside runner’s service that may go to the court to view and copy the docket from the public terminals.

Following is an example of the message you will encounter on a restricted document:



PLEADING CAPTIONS

Captions must appear on every pleading or document that is filed with the court, per Local Rules 9004(f) and 7010(b). The exception to this rule is the initial bankruptcy petition and the documents that are filed AT THE SAME TIME, such as the Declaration of e-filing; Statement of Social Security and the Credit Counseling Certificate. Once a case number has been assigned, all documents must contain the case number and chapter number.

Additionally, in the case of adversary proceedings, the document must show BOTH the bankruptcy case number, as well as the adversary case number and the plaintiffs/defendants, where applicable.

IN RE:)	BK-S-95-00123-MKN
)	CHAPTER 7
JOHN DOE,)	
)	ADVERSARY NO: BK-S-95-2001-MKN
Debtor(s))	
)	
JOHN DOE,)	DEFENDANT’S ANSWER TO
)	COMPLAINT TO DETERMINE
Plaintiff(s))	DISCHARGEABILITY OF DEBT
)	
v.)	Hearing Date (Scheduling conf.):
)	Hearing Time:
RICHARD ROE,)	Estimated Time:
)	
Defendant(s))	



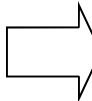
***VOLUNTARY
PETITION***

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

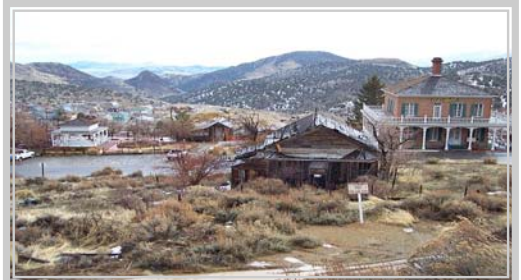


**STEPS TO MANUALLY
OPEN A VOLUNTARY
PETITION**

(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.

**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. Court-house Hours are:

7:30 AM to 5:00 PM

Bankruptcy Court Intake Hours are:

9:00 AM to 4:00 PM (Monday— Friday)

Excluding Federal Holidays

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/>

