

# BANKRUPTCY BUGLE



## PRO BONO PETITION FILINGS

An attorney who is filing a petition on behalf of a pro bono client should file the new case electronically. After opening the new case via the CM/ECF docketing system, the attorney will be required to submit an Application for Waiver of the Chapter 7 Filing Fee.

1. When opening the petition, please make sure you select IFP filing fee waived in the fee status box. Also please make sure on the fee screen, that the box shows \$0. Double check your final docket text to ensure it reflects correctly. If not, then you may use your browser back button in order to modify. If not followed correctly, you may be charged a filing fee and locked out from future filings until the fee is paid.

2. After the bankruptcy case is opened, complete an Application for Waiver of Chapter 7 Filing Fee (Form B3B) located on the court's website ([www.nvb.uscourts.gov](http://www.nvb.uscourts.gov)) under Rules/Forms and select Local Forms.

3. Docket the Application for Waiver:

A. Select **Bankruptcy > Motions/Application**.

B. Select **Waiver of the Chapter 7 Filing Fee (in forma pauperis)**.

C. Complete the docketing of the event.

If the Order on Debtor's Application for Waiver of the Chapter 7 Filing Fee is denied, the case will be placed on installment payments. Those installments must come across the counter either by cash or money order if it is the debtor making the payment, or an attorney can pay by check. Failure to docket the Application for Waiver could result in the filing fee being due and possible dismissal of the case.

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**IMPORTANT**

### COURTROOM REMINDERS

Counsel should pay attention to the signs posted on the day of the hearing to see if their matter has been relocated to another courtroom from the one posted on the calendar.

### FREE LOOKS

If you are a party to the case, when the Notice of Electronic filing is e-mailed to your office by the court, click on the document number. You get one free look, but it is only valid for 14 days. After that, regular PACER charges apply.

**SNABA**

The guest speaker at this event will be Scott A. Farrow, Acting Assistant United States Trustee, who will be presenting on “Evidence for Bankruptcy Practitioners: How to Get Your Documents Admitted.”

DATE: March 20, 2014

TIME: 11:30 A.M. to 1:00 P.M. (Speakers will begin around 12:00 P.M.)

LOCATION: Pullman Grill at Main Street Station

PRICE: \$25 for the luncheon or \$35 for the luncheon and CLE credit if paid before 3/18/2014.

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### **CHAT**

The Nevada Bankruptcy Court has implemented a CHAT service for the public.

The CHAT Help Desk answers 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](http://www.nvb.uscourts.gov)

### **BANKRUPTCY COURTHOUSE HOURS**

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

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

**7:30 A.M. to 5:00 P.M.**

Bankruptcy Court Intake Hours are:

**9:00 A.M. to 4:00 P.M.**

Excluding Weekends and Federal Holidays.



### **INFORMATION ON BIFURCATING A JOINT CASE**

When a joint case needs to be bifurcated (split), docket a Motion to Bifurcate with the required fee. <http://www.nvb.uscourts.gov/filing/filing-fees/fee-schedule/>.

In instances where an order allows a joint debtor to bifurcate or split from a case so one debtor can convert their case, after the new case is opened by clerk’s office staff, it will reflect the conversion.

If an order grants the dismissal of one joint debtor and the other will continue in bankruptcy, then no motion for bifurcation is needed. Clerk’s office staff will dismiss the party. For questions, please contact the help desk at 1-866-232-1266.

**NEW  
E-FILERS**

**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.

**PLEASE NOTE**

**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 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, e-mail addresses, and live on-line chat is available on the court's website under Court Information:

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