

# BANKRUPTCY BUGLE



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## MANAGEMENT OF JUDGE ZIVE'S CHAPTER 13 CASES

Effective August 1, 2014, Judge Zive will be assigned new chapter 13 cases. The management of the chapter 13 cases assigned to Judge Zive in Reno will be managed by Judge Beesley. The management of the chapter 13 cases assigned to Judge Zive in Las Vegas will be managed on the "duty judge" calendars and may be reassigned as needed for non-duty judge calendars.

## ORDERS SHORTENING TIME

[Local Rule 9006](#). Unless the court permits otherwise, every motion for an order shortening time (OST) must be accompanied by an affidavit or declaration explaining why an expedited hearing is required, a copy of the motion for which an expedited hearing is requested, and an "Attorney Information Sheet for Proposed Order Shortening Time" (Local Form NV 9006) located at <http://www.nvb.uscourts.gov/rules-forms/forms/local-forms/>, or a similar statement that indicates the following:

- Whether opposing counsel and other interested parties were consulted regarding the proposed order shortening time;
- Whether opposing counsel or other parties consent to a hearing on shortened time;
- The date counsel or other persons were consulted;
- How the consultation was accomplished or, if counsel or other parties were not consulted, how the moving party attempted to consult with that person or persons; and
- The estimated time for the hearing and the date beyond which relief would no longer be necessary.

The format of the proposed OST must include language so that the following can be easily inserted by the judge:

- The date/time for hearing on the motion;
- The date for filing any objections to the motion;
- The date for filing any response to any objection; and
- The date by which service of the OST will be completed.

**REMINDER**

### LOCAL RULES UPDATE

Public comments are now being accepted for the Local Bankruptcy Rules for the U.S. Bankruptcy Court, District of Nevada. The deadline for submitting comments is September 5, 2014. The Local Rules Subcommittee will be reviewing submitted comments after this date. To make a comment, please visit <http://www.nvb.uscourts.gov/LocalRulesComments/FormsPublication/LocalRulesComments30.aspx>.

### 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.

### BANKRUPTCY CERTIFICATION TRAINING COMING TO LAS VEGAS

The Association of Bankruptcy Judicial Assistants (“ABJA”) is sponsoring a Certified Bankruptcy Assistant Seminar and Exam on October 7 & 8, 2014 along with two Professional Skills Seminars on October 9 & 10, 2014 at the Luxor Hotel. This is an ideal opportunity to become “certified” as a bankruptcy assistant.

The Certified Bankruptcy Assistant (“CBA”) program is aimed specifically toward secretaries, administrative assistants, paralegals, and other support personnel who work in or have day-to-day contact with the bankruptcy courts. The two-day certification program includes a one and one-half day preparatory training workshop with the exam being administered in the afternoon of the second day. The training and exam cover topics such as grammar usage and writing, the Bankruptcy Code and Rules, ethics, and research and proper legal citation. The instructors this year are top-notch, including U.S. Bankruptcy Judges, a professor from the UNLV William S. Boyd School of Law, and a career law clerk. A study guide developed by The University of New Orleans, numerous professors, judges, and practitioners in the bankruptcy field, in cooperation with the ABJA, is provided to participants in advance of the program. To see if you meet the criteria to participate in this program and/or for more information on the CBA program, please visit the ABJA's website at [www.ABJA.org/CBA.htm](http://www.ABJA.org/CBA.htm). A link to the registration form can be found [here](#).

The ABJA is also offering two Professional Skills seminars on October 9 and 10, 2014. A link to the registration form can also be found [here](#).

**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)**

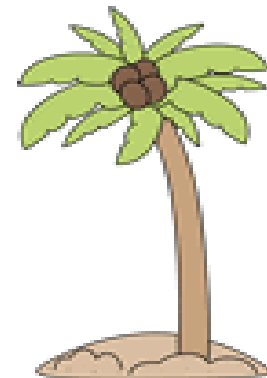
**ALL** Chapter 13 and 11 cases are opened as **ASSET** cases.

**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/>