

BANKRUPTCY BUGLE



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ORDER GUIDELINES

Follow the guidelines listed below when preparing and submitting Orders. Please be aware that orders may be rejected when not submitted in the proper format.

- Orders must be uploaded in PDF format **only**.
- You **MUST** leave a 3 inch margin of blank space at the TOP of the first page of your order. If the top margin is less than 3 inches, the order will not be processed.
- The LAST LINE of the last page of the order must have: ### centered in the middle of the page to indicate the order is completed.
- Signatures of each party entering into an agreed order should be represented with /s/ followed by the typed name of the party. Example: /s/ Joe A. Attorney
- Please **do not** include a line for the judge's signature or a line for the date.
- All orders prepared by legal counsel shall indicate the name of the law firm, name of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and the e-mail address for the submitting attorney. This information shall be included at the top of the order on the left side.
- The fonts used with Adobe Acrobat must be Arial or Times New Roman (regular, **bold**, *italic*, **bold italic**, 12 pt). Other fonts will not process correctly through the court's noticing center. Text color must be black. Pages should be numbered.
- Orders should not contain any blank fields, with the exception of Orders on Shortened Time or Orders to Show Cause. Ensure that you include any actual continued hearing dates and/or objection deadlines in your order.
- When referencing your motion in the body of the order, ensure you are referring to the motion title and document number.
- You have the ability to check your order(s) in ECF by using the REPORTS > E-Order Reports > ORDER QUERY. If there is an issue with the order, please contact the appropriate Courtroom Deputy. Contact information can be found at <http://www.nvb.uscourts.gov/about-the-court/contact-information/>.
- Orders should be uploaded after the objection period has expired. Orders regarding motions requiring a hearing cannot be submitted until after the hearing. If moving party understands no hearing is required, an order should be submitted at the time the motion is filed. Agreed/stipulated orders may be uploaded after the stipulation has been filed.

Due to the volume of orders the Court processes daily, attorneys must follow the formatting guidelines for our orders program. If your office needs assistance formatting an order, contact the ECF help desk at (866) 232-1266.

INFORMATION ON BIFURCATING A JOINT CASE

When a joint case needs to be bifurcated (split), docket a Motion to Bifurcate with the required fee. The fee schedule can be found here: <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 helpdesk@nvb.uscourts.gov.

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

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.

PAST BUGLE ISSUES

Past issues of the **Bankruptcy Bugle** make excellent reference materials for docketing tips and procedures. To access past issues, click the link below:

www.nvb.uscourts.gov

At the search prompt type in "**Bugle**." You will be directed to the site where all current and past issues are available.

REMOVAL FROM E-SERVICE

If you are receiving e-mail service of on-going activity in a case you have resigned from or are finished working on, the only way to discontinue receiving e-service is to file an Ex-Parte Motion AND Order requesting that your name or firm name be removed from the e-service list. Only after a judge has signed an order granting your request will the Clerk's office remove you from e-mail notice.

If your e-mail service should be removed from both a bankruptcy case and an adversary proceeding, the motion and order must be filed in each one.


**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

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/>