

BANKRUPTCY BUGLE



REMINDER

CERTIFICATE OF SERVICE

Proof of service made in accordance with LR 2002(a)(1) must be filed within seven (7) days after the filing of the papers and pleadings required or permitted to be served. Failure to timely file a certificate of service in compliance with this rule **may** result in denial of the related motion, or removal of the motion from the court's hearing calendar.

The proof must show the date of service, the name of the person served, and the manner of service. A certificate of service must be included with all documents filed electronically, indicating that service was accomplished through the notice of electronic filing for parties and attorneys who are filing users and indicating how service was accomplished on any party or attorney who is not a filing user.

A local Certificate of Service form is available on the court's website: <http://www.nvb.uscourts.gov/rules-forms/forms/local-forms/>.

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CM/ECF FILINGS – LINKING DOCUMENTS

STIPULATIONS: When filing a stipulation, linking to a document is not required as some stipulations are stand-alone documents. However, if the stipulation relates to a motion on docket, link the stipulation to the related motion. The uploaded order approving/denying the stipulation is then linked to the stipulation. This makes it easier to follow the documents on the docket, especially if a hearing is moved or vacated due to the stipulation.

MOTION/OPPPOSITION/REPLY: When filing either an opposition or reply, both should be linked to the original motion. Notice of Hearings and Certificates of Mailing should also be linked to the motion.

FEE APPLICATIONS

When submitting fee applications, counsel **must** separate expenses from the attorney fees, and the expenses must also be itemized. Additionally, any expense for which reimbursement is sought must be actual and necessary and supported by documentation as appropriate.



BANKRUPTCY FORM CHANGES EFFECTIVE APRIL 2016

Automatic adjustments were made on April 1, 2016, to dollar amounts stated in various provisions of the Bankruptcy Code, one provision in Title 28, seven Official Bankruptcy Forms which contain adjusted dollar amounts, the Instructions for Individual and Non-Individual Debtors, two Director's Forms which include dollar amounts, and one set of instructions for a Director's Form which includes a dollar amount. The adjustments will apply to cases filed on or after April 1, 2016. The revised dollar amounts were published on February 22, 2016, volume 81, number 34, of the Federal Register, at page 8,748.

The Official Forms, Director's Forms, and instructions impacted include:

- Official Form 106C, The Property You Claim as Exempt, Line 3
- Official Form 107, Your Statement of Financial Affairs for Individuals Filing for Bankruptcy, Line 6
- Official Form 122A-2, Chapter 7 Means Test Calculation, Lines 29 and 40
- Official Form 122C-2, Chapter 13 Calculation of Your Disposable Income, Line 29
- Official Form 201, Voluntary Petition for Non-Individuals, Line 8
- Official Form 207, Statement of Your Financial Affairs, Lines 3 and 4
- Official Form 410, Proof of Claim, Line 12
- Director's Form 2000, Required Lists, Schedules, Statements, and Fees, Pages 2, 3, and 4
- Director's Form 2830, Chapter 13 Debtor's Certifications Regarding Domestic Support Obligations and Section 522(q), Part III
- Instructions for Individual Debtors, Pages 8 and 22
- Instructions for Non-Individual Debtors, Page 12
- Director's Form 2500E, Instructions, Page 1



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/>

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.

STEPS TO MANUALLY OPEN A VOLUNTARY PETITION

Official Form B101/201, known as a “Voluntary Petition” must be filed by a debtor to begin a bankruptcy case.

Note: Steps 2-7 should be done immediately after opening.

In CM/ECF, click on Bankruptcy. Then click on the following Bankruptcy Events, answering the prompts that appear.

1. Open Voluntary BK Case (All Chapter 13 and 11 cases are opened as ASSET cases).
2. Creditor Maintenance ———> Upload list of creditors file.
3. 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.
4. Miscellaneous ———> Statement of Social Security Number(s).
5. Miscellaneous ———> Declaration re: Electronic Filing.
6. Miscellaneous ———> *select applicable Income Means Test events.*
7. For Individuals Only: Miscellaneous ———> Certificate of Credit Counseling.

The following applies to Chapter 13 cases only. Search for a Chapter 13 Plan Confirmation hearing (initial hearing only) date from the self-calendaring section on the court’s website, <http://www.nvb.uscourts.gov/calendars/self-calendaring-dates/>.

8. Plan ———> Chapter 13 Plan #1.
9. Notices ———> Confirmation Hearing.

MOTIONS TO APPROVE SETTLEMENTS

Effective January 2, 2016, [LR 9019](#) added a new section (d) that states that motions to approve settlements, along with the Notice of Hearing and the resulting Order should be filed in **both** the main case and any related adversary proceeding.

