

BANKRUPTCY BUGLE



FILE SIZE INCREASE

Effective September 1, 2016, the U.S. Bankruptcy Court for the District of Nevada increased the maximum pdf file size limit from 10 MB to 35 MB for documents uploaded to the CM/ECF System.

However, e-filers should continue to set their document scanners to scan at 300 dpi. This provides adequate resolution while ensuring that documents are not unnecessarily large.

Inside This Issue

File Size Increase 1

Debtor Electronic Bankruptcy Noticing 1

Courthouse Hours 1

CHAT 1

Audio CD Orders of Court Hearings 2

RSS Feeds and Email Updates 2

Opening a Voluntary Petition 3

Contact Numbers 3

DEBTOR ELECTRONIC BANKRUPTCY NOTICING

The U.S. Bankruptcy Court for the District of Nevada now offers debtors the opportunity to request receipt of court notices and orders via email, instead of via U.S. mail, pursuant to Federal Rule of Bankruptcy Procedure 9036, through a program called "Debtor Electronic Bankruptcy Noticing" or "DeBN."

Debtors requesting participation in the DeBN program must complete and file a Debtor's Electronic Noticing Request (DeBN) form with the court where their case is filed.

Only the court is authorized to send notices to the debtor through this DeBN program. All other parties, such as trustees and creditors, will continue to serve the debtor via U.S. mail or in person as required by court rules.

For more information, visit our [DeBN](#) section on our website.

BANKRUPTCY COURT- HOUSE 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.

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



AUDIO CD ORDERS OF COURT HEARINGS

You may visit our website at <http://www.nvb.uscourts.gov/case-info/transcripts-compact-discs/court-hearing-audio-recording/> to obtain order forms for audio recordings of court hearings on CD. (*Please note: Meeting of Creditors requests are handled by the U.S. Trustee's office. Do not submit them to the Clerk's office.*). When preparing your order, provide the full case number and the date and time of the hearing.

Once completed, you may submit the order form with the fee of \$30.00 to the U.S. Bankruptcy Court either by mail, for Las Vegas: 300 Las Vegas Blvd. S., Las Vegas, NV 89101; for Reno: 300 Booth Street, Reno, NV 89509 **or** in person at the Clerk's Office Intake counter. Please note: mail orders must be paid by check only, made payable to the U.S. Bankruptcy Court. (Debtors with an open bankruptcy case may not pay with a personal check; only money orders or a cashier's check will be accepted.) If ordering at the Clerk's office, cash is accepted in exact change only. Requests without payment will not be processed. When your CD is ready to be picked up, you will be contacted at the telephone number you provided on the order form. The standard turnaround for a CD is one day. If you would like the CD returned to you via U.S. mail, please include a prepaid return envelope. For expedited requests, please supply an air bill.

RSS FEEDS AND EMAIL UPDATES

The U.S. Bankruptcy Court, District of Nevada, offers Really Simple Syndication (RSS) of our news and information which allows you to stay current with our latest news and events. When new content is posted to this website, you can receive updates via our RSS feeds. We offer several feeds for RSS subscription. Topics include:

- Announcements & Website Updates
- Bugle Newsletters
- Local Rules News

You can also sign up to receive a feed of docket entries made in CM/ ECF. Categories reported in the feed include: answers, appeals, orders, miscellaneous entries and trustee entries.

To utilize this feature, go to <https://ecf.nvb.uscourts.gov> and click on the **Court Information** link located in the bottom left corner of the page. When the Court Information page displays, locate the RSS Feed option and subsequently choose: **Entries made in the last 24 hours - Public Users**. A browser may be used to view the feed. Software for displaying RSS Feeds (such as Feedreader) may also be utilized. To sign up or to learn more, please visit: <http://www.nvb.uscourts.gov/news-rss/>.

The court also offers a free email subscription that allows subscribers to receive notifications by email when new information is available instead of RSS feeds. Topics available for email updates include: site updates/announcements, CM/ECF announcements, service notifications, administrative/general order announcements, local rules/forms, mortgage modification mediation, and employment opportunities. You only receive updates on topics that you specify and you may unsubscribe at any time.

If you are interested in signing up for this service, please click on this [link](#) to get started!

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.



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/>