

BANKRUPTCY BUGLE



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LOCAL RULE 1007 AND THE MAILING MATRIX

LR 1007 puts the burden on the debtor and debtor’s counsel to create and file a proper matrix and to insure that proper notice is sent to all interested parties of the 341 hearing and discharge bar dates.

For debtors who are corporations or LLCs, the matrix should include equity holders so that proper notice will be given pursuant to FRBP 2002.

Counsel should check the certificate of service of the 341 notice to ensure that notice was sent to everyone, not just the US Trustee and the Trustee.

PACER, CM/ECF and PAY.GOV

PACER, ECF, and Pay.gov are three separate programs that work together to allow access to our court. Before calling the Help Desk, please determine which program is the one you need help with, if possible.

PACER is a public records system that is integrated with the federal judiciary’s internal case management and electronic case files (CM/ECF) system. Users can view case and docket information through PACER. Filing of documents are done through the court’s CM/ECF system.

Pay.gov is the way to make secure electronic payments to Federal Government Agencies, including to this court. PACER has the ability to store credit card information, but CM/ECF and Pay.Gov do not. If you need to change credit card information, you only need to contact PACER, <https://www.pacer.gov/billing/>.

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



NNBBA

Registered unpaid lobbyist Danielle Christenson of THE LAW FIRM, LLC will explain how to follow the 79th (2017) Session of the Nevada Legislature on the internet by demonstrating how to identify Bill Drafts of interest, how to use Legislative Bill Tracking, and how to advise senators and assemblymen/women of your opinion(s) regarding the Bills.

DATE: January 17, 2017

TIME: 12:00 P.M. to 1:00 P.M.

LOCATION: Silver Peak Grill and Taproom, 135 N. Sierra Street, Reno, NV

PRICE: \$30 (with CLE) or \$25 (without CLE)

RSVP: DLercari@woodburnandwedge.com by January 13, 2017.

OFFICE CLOSURE

The U.S. Bankruptcy Court, District of Nevada offices will be **closed** on **Monday, January 16, 2017** in observation of the birthday of Martin Luther King, Jr.

Regular business hours will resume on Tuesday, January 17, 2017.



IMPORTANT

MORTGAGE MODIFICATION MEDIATION PROGRAM CHANGES

The U.S. Bankruptcy Court has revised the Mortgage Modification Mediation (MMM) Procedures, effective January 1, 2017. There are significant procedural changes to the procedures, and changes to the forms. **Attorneys must use the latest versions of the forms, and the forms may not be altered.**

Please make sure you have reviewed the changes before starting the MMM process. The MMM page can be found here: <http://www.nvb.uscourts.gov/mortgage-modification-mediation/>.



NEW ADMINISTRATIVE ORDERS

Effective December 1, 2016, the Court implemented [Administrative Orders 2016-07 and 2016-08](#). These Administrative Orders amend Local Rules 7026 and 9018.



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/>