

# BANKRUPTCY BUGLE



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## DEPOSIT OR DISBURSEMENT OF INTERPLEADER FUNDS IN THE COURT'S REGISTRY

In order to comply with IRS regulations, all courts must begin tracking "Disputed Ownership Funds" (DOF) for Interpleader Deposits pursuant to 28 U.S.C Section 1335. DOF is a fund established to hold money or property subject to conflicting claims of ownership and it is a taxable entity that requires tax administration. Pursuant to Administrative Order 2016-06, interpleader funds shall be deposited in the DOF established within the Court Registry Financial System (CRIS) and administered by the Administrative Office of the U.S. Courts. The Administrative Office shall be responsible for meeting all DOF tax administration requirements.

To facilitate the administration of DOF's by the Administrative Office the following e-filing motion events have been created in the Court's Electronic Case Management system (CM/ECF), and **MUST** be used when depositing and/or requesting disbursement of interpleader funds in the Court's Registry.

- Motion for Interpleader Deposit (28 U.S.C. Section 1335)
- Motion for Interpleader Disbursement (28 U.S.C. Section 1335)

## COURTROOM

### REMINDERS

Counsel should pay attention to the signs posted on the day of the hearing to see if their matter has been relocated to another courtroom from the one posted on the calendar.

## FREE LOOKS

If you are a party to the case, when the Notice of Electronic filing is e-mailed to your office by the court, click on the document number. You get one free look, but it is only valid for 14 days. After that, regular PACER charges apply.



**REMINDER**

## **INFORMATION ON BIFURCATING A JOINT CASE**

When a joint case needs to be bifurcated (split), docket a Motion to Bifurcate with the [required fee](#).

In instances where an order allows one of the debtors to bifurcate or split from a case to allow conversion of their case, the clerk's office staff will open a new case for the bifurcated debtor which reflects the conversion date.

For non-legal questions, please contact the help desk at 1-866-232-1266.

## **JUDGE DAVIS' BANKRUPTCY CASES**

Judge Davis' cases will be temporarily assigned to other bankruptcy judges. All scheduled hearings will go forward unless you are notified by Clerk's staff. Calendars posted the night before a hearing will have the updated courtroom location. Thank you for your patience during this project.



## **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](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.

## 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.



## OFFICE CLOSURE– MEMORIAL DAY

The U.S. Bankruptcy Court, District of Nevada offices will be **closed** on **Monday, May 29, 2017** in observance of **Memorial Day**.

Regular business hours will resume on Tuesday, May 30th.