

# BANKRUPTCY BUGLE



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## CERTIFIED COPIES

Electronic Filers can now use the event: "Request for Electronically Certified Copy", to obtain certified copies of court documents.

1. Select Bankruptcy or Adversary Menu
2. Select Miscellaneous for a Bankruptcy case, Adversary Misc for an Adversary case
3. Enter the case number using the correct format and ensure case name and number match the case for the certification request
4. Select the docket event **Request for Electronically Certified Copy- Do not use this event unless you intend to pay the fee**
5. Select No at "Is the Certificate of Service included in the Pleading?" then click Next
6. Select the party you are representing then click Next.
7. Use this Event to Request an ELECTRONICALLY CERTIFIED COPY of ONE Document and to Pay the Certified Fee by Credit Card then click Next. **This event should NOT be used if you need to request a certified copy of the case docket**
8. Please refer to the document for which you are requesting a certified copy then click Next. **Only one request should be made per docket entry**
9. Select the category to which your event relates then click Next
10. Select the appropriate related document **[SELECT ONLY ONE]** then click Next
11. The certified document will be emailed to your email address on record in the ECF system. A fee of \$11.00 will be assessed for the certified electronic copy re-requested. **You MUST PAY THE FEE WITHIN 24 HOURS or the certification and email will NOT be generated.** Note: If the certification is needed immediately, please contact the ECF helpdesk at (866) 232-1266.
12. Click Next
13. Verify final docket text before submitting onto the case docket then click Next
14. Pay applicable certification fees
15. Print the Notice of Electronic filing. This is the verification that the document has been electronically requested for certification.
16. A certified copy of the document will be attached to an email automatically sent to your registered email from CM/ECF within 24 hours of a **PAID** Request for Electronically Certified Copy. **Retrieve the email** from your email inbox.
17. **NOTE: You MUST PAY THE FEE WITHIN 24 HOURS or the certification and email will NOT be generated.** 24 hours after payment, if the email is not in your email Inbox, check Junk and Spam folders.

## **MORTGAGE MODIFICATION PROGRAM – REQUEST FOR PUBLIC COMMENT**

The U.S. Bankruptcy Court is accepting comments from the public regarding the proposed changes to the Mortgage Modification Program for the District of Nevada.

Public comments will be accepted through **September 27, 2023.** The changes will become effective **October 1, 2023.**

To view the Proposed Changes to the Mortgage Modification Program or to send a comment, please click [here](#).

## **VERIFIED PETITIONS**

A Verified Petition and a Designation of Local Counsel are required by any attorney who wishes to make an appearance in a case but is not a member of the bar of this court. See [LR IA 11-2](#) Admission to Practice in a Particular Case.

The proper process to docket a Verified Petition in CM/ECF is as follows: Whenever possible the Verified Petition should be electronically filed by the petitioning attorney, NOT the local counsel. This will ensure that the docket text is correct. The Designation of Local Counsel may be e-filed by either party.

The Verified Petition and Designation of Local Counsel forms may be found on the Court's website under [Local Forms](#).

## **REMINDER– COURTROOM ATTIRE**

Appropriate dress is required in the courtroom and counsel should instruct clients and third parties to dress appropriately if they will be in the courtroom. All persons entering the courtroom shall be dressed in clothing reasonably befitting the dignity and solemnity of the court.



### **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.

### **BANKRUPTCY COURT CONTACT NUMBERS**

LAS VEGAS CLERK'S OFFICE:

(702) 527-7000

RENO CLERK'S OFFICE:

(775) 326-2100

Frequently called numbers and e-mail addresses are on the court's website under Court Information:

<https://www.nvb.uscourts.gov/about-the-court/contact-information/>