

INSTRUCTIONS FOR CHANGE OF ADDRESS OF ATTORNEY

You must file a Notice of Change of Address of Attorney if your mailing address or your email address has changed. The form is available on the court's website at www.nvb.uscourts.gov. A Notice <http://www.nvb.uscourts.gov> must be filed for every case and adversary proceeding in which you are the attorney of record. As a separate requirement, you must also update the ECF System with your new address. If you are leaving a firm, and you will not remain the counsel of record on all of your cases, you must satisfy the requirements of Local Rule IA 10-6 for the substitution of counsel.

I. Change of Mailing Address or Telephone Number

1. File a Change of Address

If your mailing address changes, you must file a completed Notice of Change of Address of Attorney form for each bankruptcy case and adversary proceeding in which you are the attorney of record. The form is available on the court's website at www.nvb.uscourts.gov.

To e-file this document, use the event code "Change of Address" under the "Miscellaneous" category.

2. Update Your ECF Account

You must also change your mailing address in the ECF System

1. Log into the ECF System.
2. Click on the "Utilities" menu option.
3. Click on "Maintain Your ECF Account" menu option.

3. Notify the Court's ECF Department

You must notify the court's ECF Department in writing when your mailing address changes so that the court can update the mailing matrix. Send a letter to the ECF Department identifying both the old address and the new address, along with either a completed copy of every Notice of Change of Address form, or a list of cases and proceedings for which the address has changed. A list of cases may be obtained in PACER by entering the attorney's name under "Query." The letter must be mailed to the court's ECF Department at the appropriate place:

Attn: CM/ECF Department
United States Bankruptcy Court
Foley Federal Building and U.S. Courthouse
300 Las Vegas Blvd. South, Suite 4-242
Las Vegas, Nevada 89101

or
Attn: CM/ECF Department
United States Bankruptcy Court
C. Clifton Young Federal Building and U.S. Courthouse 300 Booth Street,
Room 1109
Reno, Nevada 89509

4. If You Are Not Keeping All of Your Cases

If you are leaving a law firm and you will not remain the counsel of record on all of your cases, in addition to the requirements explained above, you must also satisfy the Local Rules as to substitutions of counsel.

a. Obtain Orders for Substitution

For each case and proceeding in which you will no longer be the attorney of record, even if some of the cases are remaining with your prior firm, you must satisfy the Local Rules on substitutions and withdrawals. See LR IA 10-6 of the Local Rules for the District of Nevada, as made applicable by Local Bankruptcy Rule 1001(b)(2). Any stipulation to substitute attorneys must be approved by the court, and must bear the signatures of the attorneys and of the client. A form Order Approving Stipulation to Substitute Counsel is available on the court's website at www.nvb.uscourts.gov.

b. Notify Court's ECF Department

Send a letter to the court's ECF Department at the address listed in Section I(3) and attach: (1) copies of the orders for substitution; and (2) either a completed copy of every Notice of Change of Address form, or a list of cases and proceedings for which your address has changed. A list of cases may be obtained in PACER by entering the attorney's name under "Query."

II. Change of Email Address

You must update your email address in the ECF System when it changes. The court does not need to be notified of changes to your email address.

1. Log into the ECF System
2. Click on the "Utilities" menu option
3. Click on the "Maintain Your ECF Account"
4. Click on "Email Information"