



THE BANKRUPTCY BUGLE



A CM-ECF Information Newsletter -
Sponsored by The United States Bankruptcy
Court - District of Nevada

HELP CENTER: 1-866-232-1266

APRIL 2006

HOT TIP of the Week

OPENING A NEW PETITION

After you open a voluntary petition by either manual input (or program upload) the following steps should be part of your routine:

- »> Upload **Matrix**
- »>> Docket **Judge/Trustee Assignment**
- »>> Docket **Statement of Social Security # (Individual Debtor)**
- »>> Docket **Certificate of Credit Counseling (Individual Debtor)**
(Make sure a Certificate is e-filed for both spouses in a joint case.) Please docket SEPARATELY from petition.
- »>> Docket **Declaration of Electronic Filing**
- »>> Docket **Means Test (Individual only)**
 - Ch 7:** -Means Test
 - Ch 13:** -Statement of Current Monthly & Disposable Income
 - Ch 11:** -Statement of Current Monthly Income
- »>> Docket **Chapter 13 Plan #1**
(if applicable)

And **ALL** Chapter 13 and 11 cases are opened as **ASSET** cases!

NOTICE!!!

FILING FEE INCREASE

EFFECTIVE

APRIL 9, 2006

NEW CHAPTER 7 CASES
\$299.00

NEW CHAPTER 13 CASES
\$274.00

NEW CHAPTER 11 CASES
\$1,039.00

CONVERSIONS:

CH 7 TO CH 11 **\$755.00**
CH 13 TO CH 11 **\$765.00**



Ask the BUGLE!

Q: *I've made an error in docketing. Should I just re-docket the entry the way I think it should be done and then let the Court know?*

A: No, **don't re-docket**. There are a number of reasons why it's easier to **STOP** and call us first. Some errors can be fixed by

simply replacing the PDF, while others may require more detailed corrections. So to keep your docket entries as clean as possible and to make your life easier: **CALL the HELP CENTER BEFORE YOU CORRECT!**

Q: *Some agencies require a physical seal or stamp of the Court for official notification (such as proof of Automatic Stay, etc.) Since e-filed documents are no longer time-stamped by the Court, how can we prove authenticity?*

A: You may obtain an official Court seal with basic case filing information through ECF using the following steps:
Query > enter the case number > run query > click on **Notice of Bankruptcy Case Filing**. The page will display the official Court Seal, case number, chapter and date of filing. You may print the page at the current Pacer charge.



Q: *How can I get a “free look” at the docket entry I’ve just completed?*

A: When the Notice of Electronic filing is e-mailed to your office by the Court, click on the document number. You are entitled to one **FREE** look. (You have a 15 day window from the date the e-mail notification is generated for the “free” look.)

Q: *How do we stop all that pesky e-mail on cases we aren’t involved in anymore?*

A: At this time the only way to discontinue e-mail notification is to formally withdraw from the case. Once the order has been signed approving the attorney’s withdrawal, they will be terminated from the case. At that time your e-mail notification will be discontinued.

COOKIES



TO DELETE OR NOT TO DELETE...

In the last issue of the Bankruptcy Bugle, we provided some tips for clearing ECF accounts when they become locked because of non-payment. One of those tips was to delete your cookies.

Please be aware that there are pros and cons associated with cookie deletion and that ultimately the decision to delete or not delete is up to you. When you delete cookies, you are removing tags used by web sites to identify you and your preferences. Once the cookie has been deleted, a new one will be created the next time you visit these web sites.

On the positive side: (1) this action removes the identifier associated with your CM/ECF login that may be causing the inability to clear the lock once the credit card payment has been made. (2) Also, it removes cookies which may contain name, address, and most importantly credit card information. This protects your privacy. (This is especially important if the PC you use is shared or is located in a common area where someone else may access it).

On the negative side, when you delete cookies, the process deletes all the cookies your browser has stored. If you want web sites you frequent to remember your login name, password, address and credit card information, deleting cookies isn’t for you. Once removed, the next time you visit the site you will have to enter your personal information again.

As noted earlier, ultimately the decision is up to you. However, be aware that if you choose not to delete your cookies, the Help Desk may be unable to assist you in releasing your CM/ECF account.

For a more in-depth explanation on cookies, visit <http://www.cookiecentral.com/faq>.

ADDING NEW CREDITORS

When filing an amendment to add new creditors to an existing bankruptcy case, please remember to take the additional step to actually upload (or manually add) those creditors to the database.

You will find the category under:

BANKRUPTCY > CREDITOR MAINTENANCE



PROBLEMS and SOLUTIONS

And Speaking of a Creditor Matrix...



In case you've forgotten how to convert to a .txt file, here's how!

A creditor matrix contains each creditor's name and mailing address. This

information is used for noticing and also for claims information when applicable. The creditor matrix must be an ASCII file with a .txt extension before it can be successfully uploaded into the CM/ECF system.

PROBLEM: You are unable to upload a pdf in ECF because of the following error: " The document contains code which may cause an external action (such as launching an application). This PDF document cannot be accepted."

SOLUTION: If you are using **MS Word**, access the **A dobe PDF** menu and go to "**Change Conversion Settings**". Make sure the conversion setting is set to **Standard** and not **High Quality**. If you're not using **MSWord**, then open **A dobe Professional** without opening a pdf, click on **A dvanced** then click on **A crobat Distiller**. The option for " **A dobe PDF Settings**" should be set to **Standard**.

A Message to New E-Filers...

Every month new e-filers are joining the District of Nevada. We want to assure you that our goal is to serve, assist and support you and your Staff so that the transition from paper to electronic filing becomes an asset to your law practice or agency, as the case may be.

Even when the classes have ended and the homework is complete it does not mean that you are now "on your own". Our **Help Center** is available Monday - Friday from 9:00 AM - 12:00 PM and from 1:00 PM - 4:00 PM to answer your calls and assist you as needed. Please call us at **1-866-232-1266** with your problems or questions.

If the lines are busy, leave a message - we answer calls in the order they are received and all calls are returned as promptly as possible.

PAYMENT OF FILING FEES OVER THE INTERNET

A change has been made to improve the automatic docketing of the payment. Note: when the charges are displayed, users who are not paying the fee immediately should use the "Continue Filing" button rather than closing or minimizing the window. Similarly, users should neither close nor minimize any other window related to Internet payments. It is suspected that closing the window otherwise causes the subsequent payment to not be auto-docketed in CM/ECF.

A NEW CERTIFICATE OF SERVICE HAS BEEN APPROVED BY ALL THREE JUDGES FROM THE DISTRICT OF NEVADA. PLEASE VISIT OUR WEBSITE AT WWW.NVB.USCOURTS.GOV. GO TO DOWNLOAD FORMS > GENERAL FORMS > CERTIFICATE OF SERVICE

ORDERS SHORTENING TIME

E-filing Orders to Shorten Time can be a bit confusing when trying to figure out which motions **and** notices **and** orders **and** certificates of service need to be docketed, **and** in what order!

Here is a brief outline on how a motion with a request to shorten time should be presented. Using a Motion to Dismiss for example:



- 1) Docket Motion for **Dismissal**.
- 2) Docket Motion/Application for **Order Shortening Time** and **RELATE** this to the Motion to **Dismiss**.
- 3) Docket the **Affidavit** (in Support of) the Motion for **Order Shortening Time**. **RELATE** this to the Motion for **Order Shortening Time**.
- 4) **UPLOAD** the **Order Shortening Time**. (Under Order *Upload* >Upload a Single Order. **RELATE** to Motion for **Order Shortening Time**. Under Order *Type*> Order Shortening Time. Leave the hearing date blank. Attach your PDF.)

AFTER THE ORDER HAS BEEN SIGNED

- 1) Prepare and docket the **Notice of Hearing** with date given by Court Services. **RELATE** to Motion to **Dismiss**.
- 2) Prepare and docket **Certificate of Service**. **RELATE** to pertaining documents indicated in Certificate, i.e. Motion **and/or** Notice.

UPLOADING E-ORDERS

The CM/ECF E-Orders module now has a built-in feature to check your PDFs for (1) incorrect page sizes, (2) rotated pages, and (3) unsupported fonts. While attempting to upload orders, if you encounter any of the following error messages, please use the solutions provided to rectify the problem:

INCORRECT PAGE SIZE

Error Message: FAILURE: Your PDF document has one or more pages that exceed the standard page size limit and cannot be accepted until fixed.

Solution: Open your PDF document in Adobe Acrobat 6.0 or 7.0 and click on File.

Next, choose the Print option and when the Print window opens, print to either "Print to PDF" or "Adobe PDF". When prompted to save the new document, pick a slightly different file name than the original. Finally, submit this new PDF document into CM/ECF.

If you have an earlier version of Adobe, please refer to the instructions on the screen.

Note: If your PDF documents encounter this failure often, consult with your computer professional regarding the proper configuration of the hardware and software that is used to produce your PDF documents.

ROTATED PAGES

Error Message: FAILURE: Your PDF document contains one or more rotated pages and cannot be accepted until fixed.

Solution: To determine if your PDF document has been rotated, open your PDF in a text editor such as Microsoft Word and search on the word "Rotate". If a string similar to "/Rotate 90" is found, your document has at some point been rotated. If this is the case, please re-create and re-submit the pdf.

UNSUPPORTED FONTS

Error Message: FAILURE: Your PDF document uses one or more fonts that are not supported by the court, and cannot be accepted until fixed.

Solution: If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic).

If you use Adobe Acrobat Writer version 5 or higher, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.