

THE BANKRUPTCY BUGLE



A CM-ECF Newsletter sponsored by
the United States Bankruptcy Court

MAY 2006
HELP CENTER: 866-232-1266



OVER THE COUNTER

The following is a list of documents that are still filed over the counter, and will be until further notice:

- ★ **BILL OF COSTS**
- ★ **WRITS OF EXECUTION**
- ★ **ADVERSARY SUMMONS**
(to be issued)
- ★ **INVOLUNTARY SUMMONS**

VERIFIED PETITIONS

A verified Petition should be e-filed, however, filing fees must be paid over the counter. When you send the check to the Clerk's office, please include a COPY of the Verified Petition to ensure it is posted properly. Remember to make the check payable to **US DISTRICT COURT!**

ADVERSARIES

A **NOTICE OF REMOVAL** is a **NEW Adversary**, and must be opened as such. It is not to be docketed under "Notice" and enhanced to say "of Removal". Open the new Adversary following the same steps as you would when opening any other Complaint. Note: Select "n" at the complaint option.



GREETINGS 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 classes have ended and 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 to 12:00 PM and from 1:00 PM to 4:00 PM to answer your calls and assist you as needed. Please call us **at the HELP CENTER: 1-866-232-1266** with problems or questions. If the lines are busy, leave a message - your call will be returned as promptly as possible.

CLERK’S ENTRY OF DEFAULT

Should be prepared using the following guidelines: from our web site access “download forms” and use Official Form **B260** (Entry of Default). The following documents should be docketed separately at the same time: **Request/Praecipe for Default; Affidavit or Declaration in Support of Entry of Default.**

The Affidavit must contain the following information: date Summons issued and date Summons served; statement indicating that no Answer or motion has been received within the time period defined by the Local Rules, defendant is not in the military, not an infant, nor an incompetent person.

Take the following steps to Upload Form B260: Upload the Clerk’s Entry of Default under: **Order Upload > Order Type > No Motion Filed > Order Description > Clerk’s Delegated Orders.** Leave the hearing date blank, put the case number in, attach the PDF and await confirmation that your Entry of Default has been signed.



HINTS and REMI NDERS

*P*ast issues of the **BUGLE** make excellent reference material. We try to cover new “problem areas” and give docketing tips each month on a different topic. Some e-filing offices are keeping the newsletter in reference manuals near their computers for “quick hints” on problems or questions they may have. As always, we encourage you, our e-filers, to send us your ideas, questions and thoughts so that we may use them to possibly help others.

MOTIONS TO APPROVE SETTLEMENTS

YES you docket the Motions in both the Adversary and the Bankruptcy cases!

NO you do NOT docket the Notice of Hearing in the Bankruptcy Case...only in the Adversary case!

DOCKETING TIPS

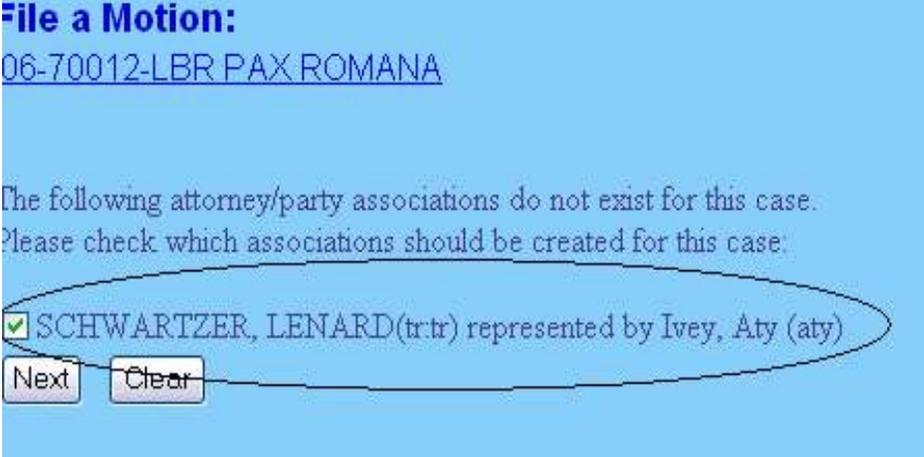
Attached you will find step-by-step instructions on how to docket **Applications for Compensation** for Trustees and Attorneys. This procedure is docketed differently than any other event in CM-ECF, so please follow these steps exactly.

APPLICATION FOR COMPENSATION for TRUSTEE Filed by ATTORNEY

5/8/06

Compensation for Trustee filed by attorney for Trustee

1. Select **Bankruptcy** → **Motions/Applications**
2. Input Case Number
3. Select **Compensation** from menu
4. Select Trustee from the **Party** screen
5. Check box to establish attorney/party association if not previously associated



File a Motion:
06-70012-LBR PAX ROMANA

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

SCHWARTZER, LENARD(tr:tr) represented by Ivey, Atty (aty)

Next Clear

6. Browse to attach pdf
7. At amounts screen, under **Applicant Attorney**, select **Attorney** from **Type** menu
8. Check box beside **Filer** if not already done
9. Complete **From** and **To** dates if necessary
10. Under **Applicant Trustee**, select applicable **Trustee** from **Type** menu
11. Complete **From** and **To** dates if necessary

12. Complete **Fee request** and **Expense request**

File a Motion:

06-70012-LBR PAX ROMANA

Applicant Aty Ivey

Filer

From

Fee request \$

Type Attorney

To

Expense request \$

Applicant LENARD SCHWARTZER

Filer

From

Fee request \$ 1500

Type Trustee Chapter 7

To

Expense request \$ 200

Next

Clear

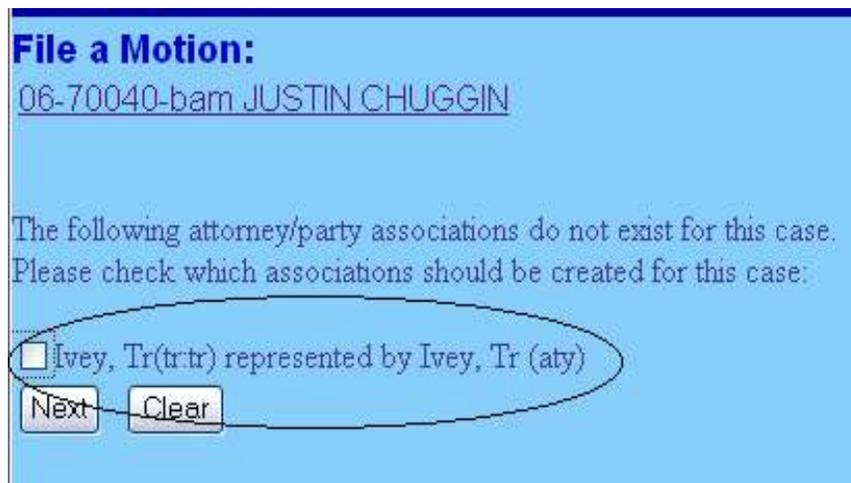
13. At open text screen use prefix and text boxes, if necessary

APPLICATION FOR COMPENSATION for TRUSTEE Filed by TRUSTEE

5/8/06

Compensation for Trustee filed by Trustee

1. Select **Bankruptcy**→ **Motions/Applications**
2. Input Case Number
3. Select **Compensation** from menu
4. Select Trustee from **Party** screen
5. Leave attorney/party association box unchecked



File a Motion:
06-70040-bam JUSTIN CHUGGIN

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Ivey, Tr(tr:tr) represented by Ivey, Tr (aty)

Next Clear

6. Browse to attach pdf
7. At amounts screen, select applicable **Trustee** from **Type** menu
8. Check box beside **Filer** if not already done
9. Complete **From** and **To** dates if necessary
10. Complete **Fee request** and **Expense request**

File a Motion:

06-70040-bam JUSTIN CHUGGIN

Applicant Tr Ivey

Filer

Type Trustee Chapter 7

From

To

Fee request \$ 1500

Expense request \$ 200

Next

Clear

11. At open text screen use prefix and text boxes, if necessary