

THE BANKRUPTCY BUGLE

A CM/ECF Information Newsletter

Sponsored by: the United States Bankruptcy Court -
District of Nevada



HELP CENTER 1-866-232-1266

JULY/AUGUST 2006



TOPIC OF THE MONTH

This issue's "fictitious filer" is Amber. Following is a dialog Amber recently had with her Las Vegas and Reno ECF instructors. Let's eavesdrop on the class and see what we can learn from Amber and her teachers...

Amber: "Don't I have to file a Summons after I open the Adversary?"

Marianne: "Yes, Amber, good question! Go to our Web Site (www.nvb.uscourts.gov) under DOWNLOAD FORMS. Look for the Summons associated with the judge assigned to your case and download the forms."

Amber: "Do I electronically file the Summons?"

Marianne: "Debbie, do you want to handle that?"

Debbie: "Of course, thanks Marianne! FIRST, after downloading the Summons, fill in the main case and Adversary case number. You can either call the Court ahead of time for a date and time for the scheduling conference, or the Intake Clerk at the Court

will fill that in for you. You need to **bring that Summons into the Bankruptcy Court for the Clerk to issue** (original + 3 copies). (Remember, the Summons is an EXCEPTION to the mandatory e-filing rule). The Clerk will docket the original Summons (issued) and you will serve the file-stamped Summons. After the Summons is served, YOU are responsible for docketing the service."

Marianne: "Then Amber, go under Adversary > Complaints/Summons > Summons Service Executed >, relate back to the Summons and continue to docket the service."

Amber: "How do I pay for the Adversary? Online or at the Court?"

Debbie: "I'll take that Marianne. Amber, you pay **online** at the time you open the Adversary. You'll be prompted to pay after you have e-filed the complaint."



*...That reviews the basic lesson on filing a Summons ... there was more good information given to Amber that day on other matters, but we're out of room for now - we'll save that for later... Tune in next month for the next **exciting** topic from our ECF class! In the meantime, if you have any questions about Adversary Cases call the **Help Center at 1-866-232-1266.***

COURTESY COPIES

All of the Judges require paper copies for matters that are to be heard on calendar. PLEASE remember to deliver those copies to the Clerk's office for each upcoming hearing.

DOCKETING TIPS



(applicable chapter).

MEANS TEST: If you did not file this with the original petition, DO NOT file this document as an amendment. It should be docketed separately under: Bankruptcy > Miscellaneous > Means Test

CERTIFICATES OF SERVICE: If it is on your document **DO** enhance the text to reflect this. (Some events have an automatic prompt. If you don't get the prompt, be sure and type it in at the "Modify Docket Text" screen.)

PREFIX DROP-DOWN BOX:

Remember to use this functional tool. It's handy when matching up the docket text to the pleading title. **AMENDED, EX PARTE, FINAL, STIPULATED**...and many, *many* more are there for your docketing pleasure. Please use them!

ERRORS: If you know you've made one, please don't try to "fix it" by re-docketing the same document again. **STOP** and call the Help Center to report the problem. Often the Court can fix the mistake without having to make additional docket entries.

RELATING (or LINKING): Common errors are not relating the document to the proper event(s). Be sure to pick ALL events that apply to your pleading.



FEES OVER THE COUNTER

Verified Petitions, while filed electronically, must be paid directly to the Bankruptcy Court Clerk. Please make checks payable to **UNITED STATES DISTRICT COURT**. Bring a **copy** of the Verified Petition with your check for proper receipt information.

FILING FEE TIPS

You can use any major credit cards to pay your electronic filing fees.

The Court does NOT keep your credit card information on file.

You will be locked out of the system if your account remains unpaid by the next business day. To unlock your account, log in to CM/ECF, click on UTILITIES and then on INTERNET PAYMENTS DUE. Proceed to pay your balance. Once you have received confirmation of payment, all filing screens will be open for additional filing.

Please note: Procedures for accepting payment for filing fees through CM/ECF are issued at a national level - the Court did not set up local procedures.

CM/ECF TRAINING



The Bankruptcy Court strongly encourages all e-filers who have staff turnovers in their office to send their new employees

who will be e-filing directly to the Bankruptcy Court for training. We cannot stress enough the importance of continuity in training a new employee in CM/ECF. The biggest concerns are that any incorrect information or misunderstandings could be continuously passed on from employee to employee, and this makes everyone's job a lot more difficult. Let our staff train yours! The benefits for your business will not only save you time but money as well. The classes are FREE, and they last approximately 3 hours. Let's get everyone off on the right foot!



docketing: *Motion to Employ Real Estate Broker and Sell*. Docket under

Motions/Applications: Choose **Employ and Sell Case**. Click to highlight **Employ**.

Keeping the [Ctrl] key depressed, scroll and highlight **Sell**. Both events will be selected for processing. You may enhance as needed in the Modify Docket Text box.

Exceptions: At least one exception to this is if your pleading addresses two separate issues that are in DIFFERENT event categories. The document needs to be docketed separately using BOTH applicable event categories. You **DO use the same PDF**; attach it for both pleadings.



“What did she say?”

Clear as mud? Still confused? Don't worry, call the Help Center and we'll walk you through it! 1-866-232-1266

DOCKETING EVENTS

ANSWERS: Lately there has been a lot of confusion on how to docket **REPLIES, OBJECTIONS, RESPONSES**. Please do not docket these under DOCUMENT! Whether you are docketing in an Adversary or a Bankruptcy case, use the **ANSWER** categories! There is a drop-down menu within that category where you will find the correct event.

Multiple Part Motions: Remember to choose an event for EACH part your pleading addresses. For example, if you are

FINAL ORDERS

When you prepare a **FINAL ORDER, JUDGMENT** or **STIPULATION** on a case, please indicate in the document that all future hearings and/or specific hearings should be taken off calendar.