

# THE BANKRUPTCY BUGLE

A CM/ECF INFORMATION NEWSLETTER  
Sponsored by the United States Bankruptcy Court  
District of Nevada



HELP CENTER 1-866-232-1266

NOVEMBER 2006



## WHAT'S IN A NAME??? or TITLES TITLES TITLES

Version 3.1 brought many changes, and with it, one of the biggest is **Pleading Titles**. Pleading titles should be short, concise and match the events that the Court has provided. All Nevada Bankruptcy Judges require this. There is an Events Listing on our web site: [www.nvb.uscourts.gov](http://www.nvb.uscourts.gov). For your convenience, we suggest that you print this list and use it to create your pleading title, rather than trying to fit one of your titles into our available list. Remember, you also have the ability to enhance your title (up to 250 available characters). If you absolutely cannot make your title conform to the list provided, please call the **HELP DESK (1-866-232-1266)** for instructions **BEFORE YOU DOCKET**. Wherever possible the Court strives to make your docketing adventures easier!!! So, if you have a suggestion for a new event do not hesitate to let us know. We will be happy to pass your requests and suggestions on to the Judges for their review and approval.

## FREQUENT DOCKETING ERRORS



## CONFIRMATION HEARINGS in Las Vegas

are to be set for the **THIRD FLOOR** of the Foley Federal Building...**NOT** in the assigned Judges' courtrooms.

**MULTIPLE MOTIONS** are often being docketed under one event and enhanced to encompass all relief types in the motion. **This does not work!!!** Each motion part needs to be docketed using a **separate event**. Example: You are docketing a Motion for Relief from Stay, or in the Alternative, Dismissal of Case. The **WRONG** way to docket is select Relief from Stay and enhance in the open text box to say Dismissal of Case. The **CORRECT** way to docket is to select BOTH Relief from Stay AND Dismissal of Case from the menu (by selecting the first event, then holding down the CTRL key and highlighting the second event so they are both highlighted at the same time.) Failure to docket these events properly will directly affect the calendaring of your motion(s), as well as any subsequent Order that will follow. Be sure when picking multiple events you choose them in the same order as listed in the title. If you do not know how to docket a multiple motion, call the HELP DESK first!!!



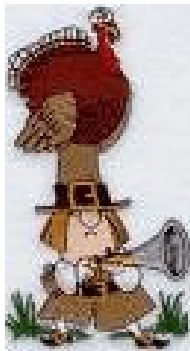
## and OTHER FREQUENT PROBLEMS . . .

**REQUESTS FOR SPECIAL NOTICE**  
are **NOT Notices of Appearance**. Please use care when docketing this event!

And don't forget...**ADD THAT PARTY TO THE CASE UNDER CREDITOR MAINTENANCE!!!**

## SCHEDULES and AMENDMENTS

We have attempted to make electronic filing a little easier regarding the new docketing procedures sent out by the Administrative Office. Under the Miscellaneous category, you will now find one single **"SCHEDULES"** event as well as a separate **"SCHEDULES (AMENDED ONLY)"** event.



The **Schedules** event is to be used for the filing of the Summary of Schedules, Schedules A-J and/or Declaration Concerning Debtor(s) Schedules filed within 15 days of the initial petition.

The **SCHEDULES (AMENDED ONLY)** event is to be used when any schedules are being amended. You will be prompted to add any new creditors within the docketing of this event as well. **NOTE: When you are amending schedules, you should enter the TOTAL amount for that schedule into ECF, not the amended amount.**

For example: if the original Schedule D total was \$4,000.00 and you are amending schedule D to add one creditor whose claim amount is

\$500.00, you would enter \$4,500.00 at the prompt in ECF. Additionally, this event will charge you only one \$26 amendment fee for all amended schedules.

**UNLESS FILED WITH THE INITIAL PETITION**, all of the following documents should be docketed individually and have their own separate events in ECF:

- VOLUNTARY PETITION (AMENDED)** - to be used for amending Official Form 1
- **STATEMENT of FINANCIAL AFFAIRS**
- **STATEMENT OF INTENTION**
- **MEANS TEST**
- **CERTIFICATE OF CREDIT COUNSELING**

Reminder: A Declaration is required to be filed with each amendment to a petition, schedule, statement and/or plan requiring the signature of the debtor(s).

## SCANNING REMINDER

Remember that scanners need to be set to meet the requirement size and restriction for pdf's you are attaching. Your scanners should be set between 200 and 300 DPI - Dots Per Inch. If you are getting "timed out" or messages that your documents exceed the 3mg size limit, check your scanner settings.



## CHAPTER 13 PLANS... AMENDED vs MODIFIED

As you know, the Bankruptcy Code denominates amendments made to a plan, whether before or after confirmation, as “modifications”. However, we are required to distinguish between changes made before confirmation from those made after confirmation.

Accordingly, please designate any plan changes made before confirmation as amendments - ie, amended plan. Please designate any changes made after confirmation as modifications - ie. motion to modify plan, and designate it as “modified plan”.

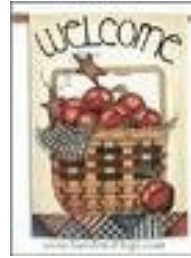
### COURTESY COPIES

All Nevada Bankruptcy Judges require paper courtesy copies on matters with a hearing date and time. Courtesy copies are required to be filed within 24 hours of the electronic filing or at least 10 business days prior to the hearing.

## PASSWORDS and LOGINS



Remember that the login assigned by the Court to an individual belongs to that individual. They have agreed to be responsible for themselves as well as others they have designated with the Court to docket using their login. That’s why it is so important to change your password often! CM/ECF passwords should be updated on a REGULAR basis and should always be changed if a user changes firms.



## GREETINGS TO NEW E-FILERS

Every month new e-filers are joining the District of Nevada. We want to assure you 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 DESK 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 the HELP DESK at 1-866-232-1266 with problems or questions.



## Oh...AND ONE LAST THING... 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.

*Thank You*  
We recognize there have been many e-filing changes recently, and the Court would like to extend its gratitude to our e-filers for your cooperation in helping us satisfy the requirements of the Administrative Office.