

THE
**BANKRUPTCY
BUGLE**

A CM-ECF INFORMATION NEWSLETTER
SPONSORED BY:
THE UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEVADA

HELP DESK: 866-232-1266

FEBRUARY 2007



WE LOVE OUR E- FILERS!

In honor of Valentine's Day
we just want to say -

**You guys are all swell!
and you're doing so well,**

**Thanks for your attention
we'd just like to mention...**

**Nevada has the best e-filers there are,
you all deserve a gold star!!!**

The last ECF conversion threw us all a lot of curves, but we're proud to say that you have done so well in adapting to the new procedures and directives. We know there's a lot to remember and some changes are coming fast and furious, but rest assured, the procedures that come our way are designed to make your docketing much easier. Though most of these changes are originating at the AO level, at the local level we are striving to bring new information and practices to the forefront to give you the tools you and your staff need to comply with local and federal rules for e-filing. So watch for some new and exciting changes coming your way in the near future! No hints for now, you'll just have to be surprised! Stay tuned for more, there'll be some hints in future BUGLES for our loyal readers!

NEW E-FILERS

Welcome aboard! Now that you're fully trained, rest assured, there's so much more to learn! But don't worry, we'll help you as you go. Remember the Help Desk phone number



1-866-232-1266 ...

Put it on speed dial and post copies of the BUGLE by your computer for quick reference!

Oh, and above all, remember our **#1** rule...call before you docket if you're in doubt about how to do something! It's much easier to fix a problem before it's on the docket sheet.

Please don't be intimidated, we know mistakes happen, just know that you can call with any question, any problem, and we'll walk you through it. This goes for any e-filer, old or new!! We're here for you!



TRAINING NEW STAFF

The court would like to emphasize how important it is to maintain continuity when training a new staff member to e-file. PLEASE, whenever possible, let us train the new additions to your staff for you. Our classes are scheduled at least once a month, and when the demand is there, we can possibly arrange to add a class or two to accommodate the growing e-filer population. These classes are free, they're short, and they're chock-full of good information and docketing tips that your current, busy staff may not always be able to address or pass on to a new employee.

PASSWORDS

Don't forget to change your ECF passwords on a regular basis. Protect your ECF access in the event of staff turnover.



COURTESY COPIES



Filing Users shall provide courtesy copies for chambers of all motions, oppositions, replies and memoranda of law together with all exhibits and attachments which have been submitted in electronic form on the System until further ordered by the court.

SOCIAL SECURITY NUMBERS

Remember to ALWAYS docket the Social Security Statement separately. Do not put the Statement in the petition when you are opening a new case, and do not include the Statement in an amendment. Don't multi-part docket this document either. This must be a **separate** event because any other docketing method will allow the social security number to be viewed by the public. By using the event provided by the court: **(Miscellaneous > Statement of Social Security Number)** the ECF program will restrict the entire image to anyone but court users.

