

THE BANKRUPTCY BUGLE

A CM/ECF NEWSLETTER
SPONSORED BY THE
UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEVADA



HELP DESK: 866-232-1266

JANUARY 2007



E-FILERS!



**MAKE SERVICE
EASY:
CONSENT TO E-
SERVICE!**

We'll start right off by telling you we think you're great! With all the docketing changes we've implemented in the past few months, the Court knows how difficult it can be with staff turnovers, time-constraints and meeting deadlines to remember all the changes that take place in ECF. We appreciate your patience and diligence in complying with all the changes, and we continue to encourage you to call the Help Desk whenever you encounter a situation where you are not sure how to proceed. We also appreciate the calls you make to the Help Desk to report an error you've made instead of trying to "fix it" on your end. We encourage you to continue this practice. It saves a lot of time and effort on both sides, and we truly strive to make the docketing process as easy for our e-filers as possible. **THANK YOU!**

New Fed. R. Bankr. P.7004(g) makes it clear that when a debtor is served under Fed. R. Bankr. P. 7004, the debtor's attorney must also be served. Electronic service of contested matter motions is quick and convenient, but the attorney-recipient must first have given written consent to receive the service by electronic means. (Fed.R.Civ.P.5(b)(2)(D)).

Local Bankruptcy Rule 7004(b) makes it easy for an attorney to consent to electronic service of motions initiating contested matters. Just fill out the "Consent to Accept Electronic Service" form that is available on the court's website at www.nvb.uscourts.gov. The court maintains a list of persons who have submitted the consent form and who have agreed to accept electronic service. The list is on the court's website on its E-Filing Resource page.



COURTESY COPIES

Filing Users shall provide paper 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.

NOTICING NEWS

The Clerk's office will not send a notice of deficiency for failure to file the means test form if the debtor has marked "Debts are primary business debts" on the first page of the petition.



PASSWORDS

The Clerk's office strives to maintain the security and integrity of the assigned passwords used to file in ECF. Filing users are therefore encouraged to change their passwords periodically, and especially during staff turnovers.

DOLLAR AMOUNTS ON AMENDED CLAIMS



When amending a Proof of Claim, please enter zero amounts in boxes not containing a dollar figure. If this procedure is not followed, the claimed amount will be incorrect.

VERIFIED PETITIONS AND DESIGNATION OF LOCAL COUNSEL

Docketing Verified Petitions and Designations of Local Counsel can be a little tricky. We've created a super cheat sheet for you to use! It's a step-by-step example that's easy to follow. We've attached the example for your review at the end of this newsletter.

Don't forget - you still need to pay for Verified Petitions over the counter at the Bankruptcy Court. Please make your checks payable to US District Court, and attach a copy of the Verified Petition to accompany your check for receipting purposes.

For those e-filers who are mailing their checks to the Court, please follow the same guidelines as above. Mail your check(s) with copies of your paperwork to: UNITED STATES BANKRUPTCY COURT - 300 Las Vegas Blvd., South, Las Vegas, NV 89101. This address can be used for both Las Vegas and Reno cases.

(See attached page 3 for instructions)

ATTORNEY CHANGE OF ADDRESS



When changing the address of an attorney in a case, there are two steps required:

- 1) In ECF, update under Utilities/Maintain User Account.
- 2) E-file a change of address pleading in each and every case in which you are involved.

Please visit our website (www.nvb.uscourts.gov) for a Change of Address form.

NEW EVENTS

Due to the fee increases that were effective January 1, 2007, we have added a few new events. The following docketing choices are under the **BANKRUPTCY/MOTIONS** category.

- Bifurcate Chapter 15 Case
- Convert Case from 12 to 7
- Convert Case from 12 to 13
- Reopen Chapter 15 Case

RULE 7004 REMINDER

A reminder to everyone that when service is required under Rule 7004, if you are serving a document directly on a corporation, partnership, or unincorporated association, you must include, "Attn: Officer/Agent" in the address, unless otherwise agreed. Similarly, if you are serving a document on an insured depository institution under Rule 7004(h), service must be by certified mail and so noted on the Certificate of Service.



PAY.GOV

Use of the Credit Card Security Code will become mandatory with Pay.Gov on **February 1, 2007**. Although the security code field has been on the data entry screen and its use has been optional, it will become a required field, as an additional protection for credit card holders.

VERIFIED PETITION in BANKRUPTCY CASE

9/11/06

1. Select **Bankruptcy** → **Miscellaneous**
2. Input case number
3. Select **Verified Petition** from menu
4. **Select the Party** you represent if listed and skip to step # 10
5. If party not listed click **Add/Create New Party**
6. At **Search for a party** screen input **Last/Business name** and click [Search]
7. If **Party search results** reflect list of names select your party and after verifying name and address click [Select name from list] (Fig. 1)

Search for a party

SSN Tax Id

Last/Business name

First Name

Middle Name

Party search results

COFFEE HOUSE
Coffee Castle, Inc.,
Coffee Castle, Inc.,

Fig. 1

(NOTE: If name not listed or **No person found** click [Create new party])

8. At **Party Information** screen input address if not already reflected and select applicable **Role** type from menu then click [Submit] (Fig. 2)

Party Information
COFFEE HOUSE SSN:Unknown

Office	<input type="text"/>	Address 1	<input type="text" value="9257 W 52ND AVE"/>		
Address 2	<input type="text"/>	Address 3	<input type="text"/>		
City	<input type="text" value="WHEATRIDGE"/>	State	<input type="text" value="CO"/>	Zip	<input type="text" value="80401"/>
County	<input type="text"/>	Country	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>		
E-mail	<input type="text"/>				
Role	<input type="text" value="Creditor (cr:cr)"/>				
Party text	<input type="text"/>				

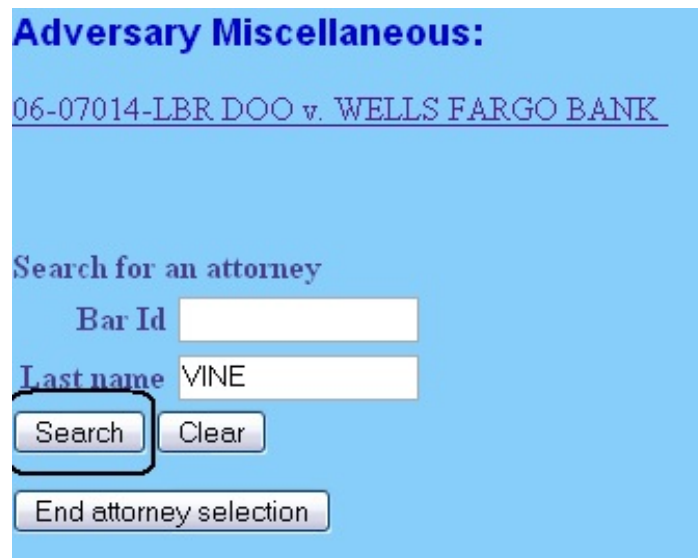
Fig. 2

9. **Select the Party** you just added/created
10. Check box to establish attorney/party association if not previously associated
11. Browse to attach pdf
12. Skip **Refer to existing event(s)?** screen
13. At **Docket Text** complete prefix box and/or open text box if necessary
14. Click [Next] until transaction completed

VERIFIED PETITION in ADVERSARY

9/11/06

1. Select **Adversary** → **Adversary Misc**
2. Input case number
3. Select **Verified Petition** from menu
4. **Select the Party** you represent
5. Check box to establish attorney/party association if not previously associated
6. Browse to attach pdf
7. Skip **Refer to existing event(s)?** screen
8. At **Search for an attorney** screen add last name of attorney applying for verified petition and click [Search] (Fig. 1)



Adversary Miscellaneous:

06-07014-LBR.DOO v. WELLS FARGO BANK

Search for an attorney

Bar Id

Last name

Fig. 1

9. Select name if listed and after verifying name and address click [Select name from list]

(NOTE: If name not listed or **No person found** click [Create new attorney])
10. At **Attorney Information** screen add address if not already reflected and click

[Add attorney] (Fig. 2)

Attorney Information

Last name	VINE	First name	HOLLY
Middle name	D.	Generation	
Title		Bar Id	
Office	VINE AND ASSOCIATES	Address 1	2596 SHOWLANE DR
Address 2		Address 3	
City	SILVERTHORNE	State	CO
Zip	80498	Country	
Phone	(303) 892-5369	Fax	
E-mail		Lead attorney	yes ▼

Fig. 2

11. **Select the Party** to be represented
12. When **Search for an attorney** screen appears again, click [End attorney selection]
13. At **Docket Text** complete prefix box and/or open text box if necessary
14. Click [Next] until transaction completed

DESIGNATION OF LOCAL COUNSEL in ADVERSARY

9/11/06

When filing a verified petition the out of state attorney must associate a resident member of the Nevada State Bar. This can be done by filing a Designation of Local Counsel.

1. Select **Adversary** → **Adversary Misc**
2. Input case number
3. Select **Designation of Local Counsel** from menu
4. **Select the Party** you represent
5. Browse to attach pdf
6. At **Search for an attorney** screen input last name of local associated attorney and click [Search]
7. At **Attorney search results** select applicable name from list and after verifying name and address click [Select name from list] (Fig. 1)



The screenshot shows a web interface with a light blue background. At the top, the heading "Search for an attorney" is displayed in blue. Below it are two input fields: "Bar Id" and "Last name". To the right of the "Last name" field is a "Search" button and a "Clear" button. Below the search fields is the heading "Attorney search results" in blue. Underneath is a scrollable list box containing three entries: "IVEY, KENT", "IVEY, KENT L.", and "Ivey, Aty". The "Ivey, Aty" entry is highlighted with a grey background. Below the list box are two buttons: "Select name from list" and "Create new attorney". The "Select name from list" button is circled in black.

Fig. 1

8. At **Attorney Information** screen click [Add attorney]

9. **Select the Party** you represent
10. At **Search for an attorney** screen add last name of attorney applying for verified petition and click [Search]
11. If **Attorney search results** reflect list of names select applicable name and after verifying name and address click [Select name from list]

(NOTE: If no name reflected or **No person found** click [Create new attorney])
12. At **Attorney Information** screen add address if not already reflected and click [Add attorney] (Fig. 2)

Attorney Information

Last name	VINE	First name	HOLLY
Middle name	D.	Generation	
Title		Bar Id	
Office	VINE AND ASSOCIATES	Address 1	2596 SHOWLANE DR
Address 2		Address 3	
City	SILVERTHORNE	State	CO
Zip	80498	Country	
Phone	(303) 892-5369	Fax	
E-mail		Lead attorney	yes ▼

Fig. 2

13. **Select the Party** to be represented
14. When **Search for an attorney** screen appears again, click [End attorney selection]
15. Select **Refer to existing event(s)?**
16. Ensure the correct Verified Petition is selected
17. At **Docket Text** complete prefix box and/or open text box if necessary
18. Click [Next] until transaction completed

DESIGNATION OF LOCAL COUNSEL in BANKRUPTCY CASE

9/11/06

When filing a verified petition the out of state attorney must associate a resident member of the Nevada State Bar. This can be done by filing a Designation of Local Counsel.

1. Select **Bankruptcy** → **Miscellaneous**
2. Input case number
3. Select **Designation of Local Counsel** from menu
4. **Select the Party** you represent
5. Browse to attach pdf
6. Select **Refer to existing event(s)?**
7. Ensure the correct Verified Petition is selected
8. At **Search for an attorney** screen input last name of local associated attorney and click [Search]
9. At **Attorney search results** select applicable name from list and after verifying name and address click [Select name from list] (Fig. 1)

The screenshot shows a web interface with a light blue background. At the top, the heading "Search for an attorney" is displayed in blue. Below it are two input fields: "Bar Id" and "Last name". Underneath these fields are two buttons: "Search" and "Clear". Below the search section, the heading "Attorney search results" is displayed in blue. Underneath this heading is a list box containing three entries: "IVEY, KENT", "IVEY, KENT L.", and "Ivey, Aty". The "Ivey, Aty" entry is highlighted with a grey background. Below the list box are two buttons: "Select name from list" and "Create new attorney". The "Select name from list" button is circled in black.

Fig. 1

10. At **Attorney Information** screen click [Add attorney]
 11. **Select the Party** you represent
 12. At **Search for an attorney** screen add last name of attorney applying for verified petition and click [Search]
 13. If **Attorney search results** reflect list of names select applicable name and after verifying name and address click [Select name from list]
- (NOTE: If no name reflected or **No person found** click [Create new attorney])
14. At **Attorney Information** screen add address if not already reflected and click [Add attorney] (Fig. 2)

The screenshot shows a web form titled "Attorney Information" with a light blue background. The form contains the following fields and values:

Last name	VINE	First name	HOLLY
Middle name	D.	Generation	
Title		Bar Id	
Office	VINE AND ASSOCIATES	Address 1	2596 SHOWLANE DR
Address 2		Address 3	
City	SILVERTHORNE	State	CO
Zip	80498	Country	
Phone	(303) 892-5369	Fax	
E-mail		Lead attorney	yes <input type="checkbox"/>

At the bottom of the form, there are three buttons: "Add attorney" (highlighted with a red box), "Cancel attorney", and "Clear".

Fig. 2

15. **Select the Party** to be represented
16. When **Search for an attorney** screen appears again, click [End attorney selection]
17. At **Docket Text** complete prefix box and/or open text box if necessary
18. Click [Next] until transaction completed