



# THE BANKRUPTCY BUGLE

DECEMBER 2008

A Newsletter

Sponsored by the  
United States Bankruptcy Court  
District of Nevada

**HELP DESK: 866-232-1266**

HelpDesk@nvb.uscourts.gov



## E-MAIL ADDRESS UPDATE

Be sure to keep your e-mail address current with the court. Any change must be made in ECF immediately. Go to UTILITIES > under **Your Account** choose MAINTAIN YOUR ECF ACCOUNT > at the bottom of the screen click on the blue box “**E-mail information**”, make your changes and click on “**Return to Account screen**”. At the bottom of the screen click on “Submit” and your account will be updated.

## SNABA

### Announcement

Laura Fritz is the newest Executive Committee Member, and Brian Shapiro’s term is up next month. The next luncheon is scheduled for February - more information will follow in the February Bugle.

## “WHAT WAS THAT...a Secret?”

Passwords and logins assigned by the court to an individual represents one way you sign your document. You have agreed to be responsible for anyone who uses that login. This also includes financial responsibility. That is why it is so important to change your passwords often! CM/ECF passwords should be changed on a regular basis and should **always** be changed when you have staff turnover.



## COURTROOM ETIQUETTE

Cell phones must be turned off when you enter the courtroom, and must remain off during court proceedings.



## COURTROOM PROCEEDINGS

All hearings presided by the U.S. Bankruptcy Judges are recorded. A CD or tape of the hearing and/or transcript of the hearing can be obtained by contacting the Electronic Court Recording Department at (702) 388-6587 (Las Vegas) and in Reno at (775) 784-5023 #3114.



- 1) Who decorates the tree while Sam the Snowman sings, “Silver and Gold” on Rudolph the Red-Nosed Reindeer?
- A) Two red birds
  - B) A Squirrel
  - C) A Fish

- 2) What is the very first word Rudolph says?
- A) Mama
  - B) Papa
  - C) Santa



## PREFERRED MAILING ADDRESSES



11 U.S.C. § 342(f) allows a creditor to register a preferred mailing address through the National Creditor Registration Service. We have the link available on our web page at <http://www.nvb.uscourts.gov/CMECF/CMECFHome.htm> for parties to register a preferred address. There is no National Creditor List available to view all the preferred addresses.

Any party can view the preferred addresses. To view addresses on a specific case, you can make a “real time” query to the National Creditor Registration Service to bring up a pdf file that contains the creditor matrix. When viewing the Creditor Matrix, select the “3 columns” format. The addresses that have been substituted will have **(p)** (indicates preferred) at the beginning of the address. When the court does the mailing, the BNC automatically updates any preferred mailing addresses.

## VERIFIED PETITIONS

The proper process to docket a Verified Petition in CM/ECF is as follows:

Whenever possible the Verified Petition (or Motion for Pro Hac Vice) should be electronically filed by the **petitioning** attorney, NOT the local counsel. This will ensure that the docket text is correct. After the Verified Petition has been docketed, the filing fee of \$175.00 must be paid **OVER THE COUNTER** at the Clerk’s office in either Reno or Las Vegas. Checks should be made payable to the US District Court. Please bring a face copy of the Verified Petition in with the payment for processing. The Designation of Local Counsel may be e-filed by either party.



- 3) What do you see Yukon Cornelius doing throughout the show?
- A) Reading the Bankruptcy Bugle
  - B) Ice fishing
  - C) Licking his ice pick

## JUST ASK JERRY



**Q:** Jerry, my client’s discharges aren’t always on time, do you know why?  
-signed Virginia

**A:** Why yes, Virginia, I can answer that! The Court must wait for all applicable deadlines to pass before entering a discharge, and those are automatically triggered in our system as soon as all deadlines and filing requirements have been satisfied. However, the main reason that the natural electronic flow is interrupted is the failure of the attorney’s office to docket the Financial Management Course certificate **AND** Form **B23** Debtor’s Certification of Completion of Instructional Course Concerning Financial Management. Without Form B23 we cannot discharge a case. So remember, Virginia, even though you may have docketed the Financial Management Course, until we have B23, your case cannot be discharged.



4) When Hermey talks about being a dentist, what kinds of teeth does he mention?

- A) Molars
- B) Bicuspids
- C) Incisors
- D) All of the above



Get your **BANKRUPTCY BUGLE** while the news is still sizzling! Want to be the first in town to “**READ ALL ABOUT IT**”? If you want to be one of those “In-The-Know” Bugle Fans, you can sign up to receive your Bugle via e-mail right from the court! Just drop us a line at the address below and give us your current e-mail address and we’ll do the rest! Write us at:

[HelpDesk@nvb.uscourts.gov](mailto:HelpDesk@nvb.uscourts.gov).

Fine Print: This offer is good until the Court comes up with a better idea. Subject to change with or without notice. Subscriber responsible for e-mail address updates.

5) What does Yukon Cornelius say saved him when he fell over the cliff with the Abominable Snow Monster?

- A) Bumbles bounce!
- B) Bumbles float!
- C) Bumbles can fly!





## DOCKETING BITS 'N BITES

Following is a smattering of docketing tidbits, a sort of potpourri of docketing pointers, if you will! Most of these events are on the list of **10 MOST ABUSED** docketing events or errors here at the court. We thought you might like to brush up on your docketing skills...see if you recognize any of these events...and if you're guilty of docket abuse!!!

### 1) SCHEDULES

Found under Bankruptcy > Miscellaneous. Should be used for filing the balance of a petition or a converted petition.

### 2) SCHEDULES (AMENDED ONLY)

Located under Bankruptcy > Miscellaneous. This is to be used when **ADDING** creditors to schedules or amending amounts or account numbers. **BE AWARE** - you will be asked if you are adding creditors. Be sure to answer correctly at the prompt, **YES** or **NO**. This event generates a filing fee, so remember to pay when you are done so that you don't get locked out of the system. Also, you will be asked if you wish to add creditors **WITHIN THE EVENT**. If you only have a few, you may find it easier to manually add them at that time. Otherwise, when you are finished docketing the event, go directly to **BANKRUPTCY > Creditor Maintenance** and upload the **NEW CREDITORS ONLY** from a text file.

Another thing to remember when using this event, since you are *amending* schedule(s), you are working with the **new creditors only**. Don't mix them in with the existing creditors. Put only the **new creditors** on the schedule(s) **AND** the amended mailing matrix.

### 3) CERTIFICATES OF SERVICE

- First Scenario: If your document includes a Certificate of Service, be sure that is reflected in the docket text. Most events have a prompt (Yes/No) if a Certificate of Service is included. When there is no prompt and your document **DOES** contain a Certificate of Service, enhance the docket text at the **MODIFY DOCKET TEXT** prompt. If there is no Certificate attached there is nothing further to do in that event.

- Second Scenario: If you have filed a separate Certificate of Service be sure to relate it to the appropriate event. Example: If you have mailed the Notice AND Motion, relate to **BOTH**. If you have mailed only one of those documents, relate to that document **ONLY**.

### 4) REQUEST FOR NOTICE

After you have docketed a Request for Notice, be sure and add the creditor's name and address to the database. Go to **Bankruptcy > Creditor Maintenance**.

### 5) STIPULATIONS AND ORDERS

Docket the stipulation under **BANKRUPTCY** (or **ADVERSARY**) **Miscellaneous > Stipulation**. Prepare your **Order** on the Stipulation **separately**. Go to **ORDER UPLOAD** and choose **Upload A Single Order**. It will prompt for a related document number. Relate it to the **Stipulation** you have just filed. The next prompt will be **ORDER TYPE**. Choose **Stipulation**. The second prompt is **HEARING DATE**. Leave this blank (Stipulations usually do not have a hearing date.) The third prompt is **FILE TO UPLOAD**. Attach the pdf for your **ORDER**. Finish the docketing event by clicking on **Next**. Your order will be routed to Chambers for review.

## **6) STIPULATED ORDERS**

If you have prepared the Stip and Order as one document, DO NOT DOCKET THE STIPULATION!!! Proceed directly to ORDER UPLOAD (either Bankruptcy or Adversary). Choose Upload an Order - no motion filed. The next prompt will be ORDER TYPE. Choose Stipulation. Under ORDER DESCRIPTION pick Stipulation - no motion filed. Leave the HEARING DATE blank and click on Next. The next prompt will be to upload your pdf for your STIPULATED ORDER. After attaching your Stipulated Order pdf, click Next. Your order will be routed to Chambers.

## **7) ORDERS (Preparation)**

All orders submitted must meet the following requirements:

- Leave a 3" margin from the top of the page to the first line of text.
- After the last line of text of the order, enter three pound signs (###), centered, to indicate the end of the file. (Note: there should be one set of pound signs on the very last page of the document, including attachments.)
- Order must be in pdf format.

## **8) OBJECTION TO CHAPTER 13 PLAN**

DO NOT docket under Answer/Response. Choose PLAN > Objection to Confirmation of Plan.

## **9) MULTI-PART MOTIONS**

When you are docketing a motion that requires more than one ruling (example: Motion for Relief from Stay AND Motion for Relief from Co-Debtor Stay...or Motion to Avoid Lien AND to Classify Claim) always docket as a Multi-Part Motion. Do this: Under Bankruptcy (or Adversary) choose Motions/Applications. Pick the first

event your pleading lists, highlight it in the drop-down menu then scroll to the second event of your pleading title, hold down the CTRL key and click on the second event. They will both be highlighted. Be sure to choose the events in the same order as your pleading, or the docket event will not match your pleading title.

## **10) PLEADING TITLES**

There is a complete list of event categories listed on our website at [www.nvb.uscourts.gov](http://www.nvb.uscourts.gov). Please print this list and use it as a guideline when preparing your motions. Try to keep your pleading titles as close as possible to the events we have provided .

By keeping the pleading titles concise and clear, it makes it easier to identify on the docket sheet.

## **11) NAMING YOUR PDF**

(Okay, we lied, there are eleven 10 MOST ABUSED on the list!)

Be aware that the name you give your pdf appears in CM/ECF in the PUBLIC viewing areas on our system. So if you name your pdf "Stupid Client", this is for all the world to see...including our Judges AND possibly your clients! So use care and good taste when naming your documents.



- 6) What does Clarice's father tell her?  
A) No doe of mine is going to be seen with a red-nosed reindeer.  
B) Don't hang around with the elves.  
C) Don't go too far from the cave.

- 7) Hervey coaxes the Abominable out of his cave by...  
A) Croaking like a frog  
B) Mooing like a cow  
C) Oinking like a pig





## COOKIES .... to Delete or Not to Delete

In past issues of the Bankruptcy Bugle, and as part of our Help Desk instructions, we have provided some tips for clearing ECF accounts when they become locked because of non-payment. One of those tips was to delete your cookies.

Please be aware that there are pros and cons associated with cookie deletion and that ultimately the decision to delete or not delete is up to you. When you delete cookies, you are removing tags used by websites to identify you and your preferences. Once the cookie has been deleted, a new one will be created the next time you visit these websites.

On the positive side: (1) this action removes the identifier associated with your CM/ECF login that may be causing the inability to clear the lock once the credit card payment has been made. (2) Also, it removes cookies which may contain name, address, and most importantly credit card information. This protects your privacy. (This is especially important if the PC you use is shared or is located in a common area where someone else may access it).

On the negative side, when you delete cookies, the process deletes all the cookies your browser has stored. If you want websites you frequent to remember your login name, password, address and credit card information, deleting cookies isn't for you. Once removed, the next time you visit the site you will have to enter your personal information again.

As noted earlier, ultimately the decision is up to you. However, be aware that if you choose not to delete your cookies, the Help Desk may be unable to assist you in releasing your CM/ECF account.

For a more in-depth explanation on cookies, visit <http://www.cookiecentral.com/faq>.



- 8) Who says, "We won't let Rudolph join in any Reindeer Games"?
- A) Coach Comet
  - B) Fireball
  - C) Sam the Snowman



## WELCOME NEW E-FILERS

Every month new CM/ECF e-filers are joining the District of Nevada. We welcome you all, and want to assure you the Court's goal is to serve, assist and support you and your staff so that the transition from paper docketing to electronic filing becomes an asset to your office. Even when classes have ended, our staff is here to support you - you're not on your own! Call our **HELP DESK** at **866-232-1266** for any assistance you may need for E-filing. The hours of operation are: Monday - Friday from 9 AM - 4 PM, closed from 12:00 PM to 1:00 PM, and all official federal holidays. If you prefer, you can also e-mail us at:

[helpdesk@nvb.uscourts.gov](mailto:helpdesk@nvb.uscourts.gov)

REMINDER: The Bankruptcy Court will be closed December 25<sup>th</sup> and 26<sup>th</sup>, 2008, and January 1<sup>st</sup> and 2<sup>nd</sup>, 2009.  
**HAPPY HOLIDAYS!**

### 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.



- 9) Why is Charlie in the Box a Misfit?
- A) He doesn't spring out of the box when his lid is opened.
  - B) His name is Charlie instead of Jack
  - C) He can't play music.

10) Yukon Cornelius finally strikes it rich, what does he strike?

- A) Silver
- B) Gold
- C) Peppermint



Answers to Rudolph Trivia: 1) A and B; 2) B; 3) C; 4) D; 5) A; 6) A; 7) C; 8) A; 9) B; 10) C