



# THE BANKRUPTCY BUGLE

JANUARY 2009

A Newsletter

Sponsored by the  
United States Bankruptcy Court  
District of Nevada

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

HelpDesk@nvb.uscourts.gov



## ECF UPGRADE

We will be upgrading CM/ECF from Version 3.1.7 to Version 3.3 on the weekend of February 14 - 16, 2009.

Please watch our website for system availability during this time.

Please make sure you have any necessary software updates in place to coincide with this upgrade.

## E-MAIL ADDRESSES

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.



## DID YOU HEAR...

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 RECORDS

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 extension 3114.

## JUST ASK JERRY



**Q:** Jerry, I'm confused about Certificates of Mailing. Can you please explain the docketing steps?

**A:** Of course I will! Lets use a Motion and Notice as an example. In Nevada, our Judges prefer that Certificates of Mailing be a separate document, not attached to a pleading. So when you docket a Certificate of Service, either in an adversary or regular bankruptcy case, choose Miscellaneous > Certificate of Service.

As part of the docketing process, you will be asked to relate your Certificate of Service to the document(s) you are mailing. Be extra careful here! Always choose EXACTLY what documents you have actually served. For example, if you have mailed BOTH the Motion and Notice, relate it to those documents, however, if you have mailed only the Motion or only the Notice, refer only to the one you have actually mailed.



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.

## PETITION REMINDERS

When you are opening a new Chapter 13 petition, please remember that they are all **ASSET** cases! This applies to Chapter 11 cases as well. *And*, pay close attention when adding parties, remember that a second debtor is a **JOINT DEBTOR** and should be added accordingly.

## E-SERVICE REMOVAL

If you’re getting e-mail service of on-going activity in a case you have resigned from or are finished working on, the only way to stop receiving e-service is to file an Ex-Parte Motion AND Order requesting that your name or firm name be removed from the service list. Only after a judge has signed an order granting your request is the Clerk’s office allowed to remove anyone from e-service.



### 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.

## 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)

## PRO HAC VICE PETITIONS

The proper process to docket a pro hac vice application (Verified Petition) in CM/ECF is as follows:

Whenever possible the pro hac vice application should be electronically filed by the **petitioning** attorney, NOT the local counsel. This will ensure that the docket text is correct.

After the pro hac vice application 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 pro hac vice application in with the payment for processing. The Designation of Local Counsel may be e-filed by either party.

# Mediation Program Begins in Bankruptcy Court

Boyd Law School Provides Trained Mediators  
*Saltman Center for Conflict Resolution Faculty  
to Supervise Program.*



Beginning Wednesday, January 21, 2009, and continuing each Wednesday thereafter, Boyd Law School will provide *pro bono* mediation services at the United States Bankruptcy Court for the District of Nevada. Trained mediators will be available from 1:00 pm to 5:00 pm to assist people with their bankruptcy issues, including matters such as determining whether a debt is dischargeable or developing a payment plan.

There is no risk in attempting to mediate your bankruptcy matter. If the mediation is unsuccessful you still are entitled to go to court. But if the issues are resolved successfully you can save much time, money, and aggravation.

Attorneys are encouraged to talk to their clients about this free service. Pro se petitioners are welcome to use the service, too.

If you have further questions, please call Professor Ray Patterson at 702-895-2333.

## What is Mediation?

For those unfamiliar with the process, mediation can be best described as assisted negotiation. The mediator is there to help parties clarify their issues and seek creative solutions that might help the creditor and debtor find satisfaction with the resolution.

People who participate in mediation generally find it is quicker, less expensive, and more satisfying than going to court. If the parties to a mediation are seriously interested in finding a solution that is satisfactory to everyone, the likelihood of success is high.

*-Ray Patterson-*

Associate Director  
Saltman Center for Conflict  
Resolution