



# THE BANKRUPTCY BUGLE

MARCH 2009

A CM/ECF Newsletter

Sponsored by the  
United States Bankruptcy Court  
District of Nevada

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

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

## GREETINGS TO 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 and the homework is complete 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 don't need immediate assistance, you can also e-mail us at:

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

We'll process your request as soon as possible.

## NEW TRUSTEES



Please join us in welcoming three new Chapter 7 trustees that have been added to the Southern Nevada Bankruptcy Court panel. **Joseph B. Atkins, David A. Rosenberg** and **Brian D. Shapiro**.

## FORMS

Just a reminder that our website [www.nvb.uscourts.gov](http://www.nvb.uscourts.gov) has a variety of forms to download. Some e-filers are using forms that are becoming unreadable due to being copied over and over, or may, in fact be obsolete. So please visit the LOCAL FORMS link on the web and download some crisp new forms to update your spring forms wardrobe!



And while we're on the subject of Forms...

## EX-PARTE MOTIONS

The Court does supply some generic motions on our website that you are welcome to use.

The e-filer will be responsible for preparing orders to accompany the motions you submit.

Remember to format the orders using a 3" top margin and 3 centered pound signs (###) at the end of the order.

## 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



## E-FILING EXCEPTIONS

In the case of attorneys who are requesting an In forma pauperis waiver of fees or payment by installments, please note: these petitions may NOT be e-filed! The petition should be filed over the counter in paper format.

In this instance the attorney will NOT be required to file a Motion for Permission to File in Paper Format and Order Granting.

However, all follow-up documentation, including Statement of Social Security Number, Means Tests, Chapter 13 Plan #1 (where applicable) and any other administration of the case should be electronically filed after you have received the case number.



## PASSWORDS AND LOGINS

The login 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.

## E-MAIL ADDRESS UPDATE

Be sure to keep your e-mail address current with your ECF account. 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 “**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.



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.

## OPENING A NEW PETITION



After opening a voluntary petition by either manual input or program upload, the following steps should be taken:

(Note- 1-6 should be done immediately after opening.)

- 1 Upload **MATRIX**
- 2 Docket **JUDGE/TRUSTEE ASSIGNMENT**
- 3 Docket **STATEMENT OF SOCIAL SECURITY**
- 4 Docket **DECLARATION OF ELECTRONIC FILING**
- 5 Docket **MEANS TEST (Individuals Only)**
- 6 Docket **CERTIFICATE OF CREDIT COUNSELING (Individuals Only)**
- 7 Docket **CHAPTER 13 PLAN (If Applicable)**

**ALL** Chapter 13 and 11 cases are opened as **ASSET** cases!

## JUDGE TRUSTEE ASSIGNMENTS

PLEASE!!! As soon as you open a new case, the **very next step** you take should be the **Judge/Trustee Assignment**. This is a very important step and will ensure that you receive your 341 notice more quickly. We have included an article on opening new cases in this issue. Kindly use it as your guideline, so that steps don't get missed and critical information doesn't get delayed.



### LOCK OUT!

Please remember that filing fees are due on line when you file the document. If your practice is to wait until the end of the day and pay your fees all at once, that is acceptable, HOWEVER, if those fees are not paid within 24 hours your ECF account will be automatically locked and you cannot docket until the fees are paid.

To unlock your account you will need to pay your fees ON LINE. You cannot bring your filing fees to the Clerk's office and pay over the counter.

Please call the Help Desk at 866-232-1266 to get assistance, if you need it, in unlocking your account if this occurs.

## 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.

## ADDITIONAL TRAINING

The Bankruptcy Court strongly encourages all e-filers who have staff turnovers in their office to send their new employees who will be e-filing directly to the Bankruptcy Court for training. **We cannot stress enough the importance of continuity in training a new employee in CM/ECF.** The biggest concerns are that any incorrect information or misunderstandings could be continuously passed on from employee to employee, and this makes everyone's job a lot more difficult. Let our staff train yours! The benefits for your business will not only save you time but money as well. The classes are FREE and they last approximately 3 hours. Let's get everyone off to a lucky clover start!



## PREFERRED MAILING ADDRESSES

11 U.S.C. § 342(f) allows a creditor to register a preferred mailing address through the National Creditor Registration Service. The link below is for parties to register a preferred address.

[www.ncrsuscourts.com](http://www.ncrsuscourts.com)

There is no National Creditor List available to view all 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.

