

# THE BANKRUPTCY BUGLE

A CM/ECF Newsletter  
Sponsored by the  
United States Bankruptcy Court  
District of Nevada



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

**April 2009**



## WELCOME NEW E- FILERS!

Each month new e-filers are joining the District of Nevada on-line document filing system. We want to welcome you all, and assure you that the Court's goal is to support and assist you and your staff so that the transition from paper to electronic filing becomes an asset to your law practice or agency, as the case may be.

Though you may be finished with the classes we have provided, our support does not end there. The Help Desk is available Monday - Friday from 9:00 AM to 12:00 PM and from 1:00 PM to 4:00 PM. Call us at:

**(866-232-1266)**

We also have created an e-mail address for your added convenience. You may send requests or questions to us at:

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

Our support staff will respond as quickly as possible during normal Court business hours, Monday - Friday from 9:00 AM to 4:00 PM.

## CASE REOPENING

A case may be closed without a discharge due to the debtor's failure to file form B23 (Debtor's Certificate of Completion of the Financial Management Course).

If the debtor has completed the financial management course, the attorney may move the court for an order to reopen the case for a discharge to be issued. One way to expedite this process is to file an Ex-Parte Motion to Reopen Case for the Issuance of a Discharge, and the Order (both forms are available on the Court's website at: [www.nvb.uscourts.gov](http://www.nvb.uscourts.gov).) If this motion is filed by an attorney, the attorney certifies that he or she has not charged their client for services related to this motion.

In the alternative, if a debtor or attorney wishes for any relief in addition to the reopening and entry of the discharge, or if the attorney will be charging a fee (which should be disclosed in the Motion) the Motion to Reopen must be set on calendar and noticed.

The Certificate and Form B23 should be docketed separately. The fee to reopen the case is required at the time the motion is filed.

## 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

THIS IS A VERY IMPORTANT STEP when opening a new petition. Be sure you do this as soon as you open the new petition! Don't leave it to be assigned automatically. This should be one of the actual steps you take to open your new case. It is a crucial part of case opening, and will ensure that you receive your 341 more quickly.



## ADDITIONAL TRAINING



We would like to encourage all e-filers who are adding staff to their office to send the new employees who will be e-filing directly to the Bankruptcy Court for training. **We cannot stress enough the importance of Court CM/ECF training for a new employee.**

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.



## 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.

## RELATING DOCUMENTS

Why is it so important? Well, it helps you get your motions on calendar correctly, for one. It also makes it much easier to read a docket sheet and do research on a case.

Whenever you are docketing a pleading that RELATES to another pleading on file already, you need to relate it to that document so we can follow the paper trail! This specifically relates (no pun intended) to Notices, Notices of Hearing, Certificates of Service, Declarations, Replies, Responses, Objections, Affidavits, etc.

If we left anything out, it was an accident!  
Bottom line: RELATE RELATE RELATE.

## CHANGES OF ADDRESS

All changes of address submitted to the Court, whether for a debtor, creditor or attorney, must be e-filed. No verbal requests will be accepted. Change of address forms can be obtained on our web site at [www.nvb.uscourts.gov](http://www.nvb.uscourts.gov) under Local Forms.

If the change of address is for your firm, after you have docketed your pleading, update your e-filing account by going into **UTILITIES > Maintain User Account**.

A change of address is required in every case in which you are involved.



## TIPS AND REMINDERS

**A Notice of Removal** is to be opened as a NEW ADVERSARY. Do not docket under "Notice" and enhance to say "of Removal".

Open the new adversary following the same steps you would when opening any other complaint. Note: Select "n" at the complaint option.

**Motions to Approve Settlements** should be docketed in BOTH the Adversary and the Bankruptcy cases! Docket the Notice of Hearing in the Bankruptcy case only. Do NOT docket the Notice of Hearing in the Adversary Case

### 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.



## BUGLE MANIA!

Be the first to receive your Bankruptcy Bugle "HOT-OFF-THE-PRESS"! 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 [HelpDesk@nvb.uscourts.gov](mailto:HelpDesk@nvb.uscourts.gov). Give us your current e-mail address and we'll do the rest!

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.

## AND ONE LAST THING *before we go...*

Jointly Administered and Consolidated cases, whether a Bankruptcy Case or an Adversary Proceeding, have special docketing instructions.

In some instances, a LEAD CASE is ordered. Please be aware that ALL docketing must be on the **lead case only** when specified. In the caption of your pleading, the LEAD CASE number should always appear first, followed by the member case number directly below.

Example:	07-89212 BAM (Lead) 07-89222 BAM
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In the event that one of the cases will be dismissed, discharged or converted, and the remaining case(s) will be continuing on, the order must, in part, address this issue. The order should indicate which case(s) shall remain active, and, when required, the bankruptcy court will designate a new lead case.

Also, most cases retain their own claims register/docket and claims should be docketed in the case to which they have been assigned, unless otherwise ordered.

