



THE BANKRUPTCY BUGLE

NOVEMBER 2009

A CM/ECF Newsletter
Sponsored by the
U.S. Bankruptcy Court
District of Nevada

HelpDesk@nvb.uscourts.gov

866-232-1266



A MESSAGE FROM THE JUDGES...

If you have bankruptcy matters scheduled in more than one courtroom at the same or similar time, you must advise the Courtroom Deputy(s) that you are present but appearing in another courtroom. This will allow the judge to trail your proceeding, if necessary. Failure to report your presence may result in a continuance of the hearing, or the court entering an order in favor of your opponent for nonprosecution of your motion.

CM/ECF VERSIONS 3.3.2/3.3.3

The Case Management/Electronic Case Filing System (CM/ECF) for the United States Bankruptcy Court, District of Nevada will be **unavailable** on **MONDAY, NOV. 30th from 4:00 PM until approximately 9:00 AM on TUESDAY, DEC. 1st** for the update of CM/ECF to Version 3.3.2 and 3.3.3. Please have your transactions submitted no later than 3:55 PM on Monday, Nov. 30th.



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.

STATEMENT OF SOCIAL SECURITY

Remember, this document needs to be e-filed at the same time as the petition, and it is filed as a SEPARATE docket entry under Bankruptcy > Miscellaneous > Statement of Social Security.

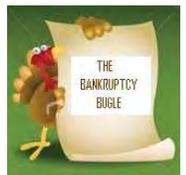
This is a specialized event that prohibits PACER users from viewing the debtor's social security number. If you include it in your petition OR docket it as a "Document", it will not be protected and the debtor's identity could be compromised.

HOT OFF THE PRESS

The Bankruptcy Bugle can be e-mailed directly to you each month. If you would like to sign up for e-service, please drop us a note at:

HelpDesk@nvb.uscourts.gov.

We will gladly add your name to our e-mail list and you just may be the first in town to READ ALL ABOUT IT!



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.



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, 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.**

AMENDMENTS TO BANKRUPTCY CASES

Local Rule 1007(b)(5) and (6) outline the responsibilities of the debtor when filing an amendment to a bankruptcy case. The local rule can be viewed on the court's website at www.nvb.uscourts.gov. It is the debtor's responsibility to upload the new creditors into CM/ECF when filing an amendment, and pay the required filing fee when adding or deleting creditors and when changing the amount or classification of a debt.

There has been a significant increase in the number of amendments being filed without the creditors being uploaded into CM/ECF to update the creditors list. If you have questions regarding the process for uploading the additional creditors, please contact the Help Desk at 1-866-232-1266.

Failure to comply with the local rules may result in an Order to Show Cause.

AMENDING SCHEDULES

When adding creditors to a bankruptcy case, you will be responsible for amending the schedule(s) in question, as well as adding the new creditor(s) to the case. There is an amendment cover sheet on our website under Local Forms > Bankruptcy > Amendment Cover Page. Complete the cover sheet, make sure it is signed, and attach it to the new schedule(s). The new schedule(s) must show the **NEW CREDITOR(S) ONLY!**

There will be a \$26.00 filing fee each time you docket an amended schedule to add or delete creditors and/or when changing the amount or classification of a debt.

To docket in CM/ECF, go to Bankruptcy > Miscellaneous > Schedules. Within the event you will be prompted to select the schedules being amended, as well as add any new creditors. Adding the creditors may be done manually during the docketing of this event. If you have several new creditors, you may choose to upload them through an ASCII TEXT (.TXT) file. To do this, go to Bankruptcy > Creditor Maintenance > Upload a creditor matrix file.





JUST ASK JANET

When an adversary case is filed, it is always associated with the main bankruptcy case. Therefore, both the bankruptcy case number and the adversary case number should appear on pleadings filed in adversary cases.

When the adversary number appears on the pleading, the docket entry must be done within the ADVERSARY category. This also applies to uploading orders. When your order applies to the adversary case, be sure the adversary number appears on the pleading, and then choose Order Upload under Adversary events.

CLERK'S ENTRY OF DEFAULT

To file a Clerk's Entry of Default, begin by downloading the forms from our web site at www.nvb.uscourts.gov. Please note these instructions are NOT for a Default Judgment!

The forms are in Official Forms under Part I. Use B260 (Entry of Default). File a separate affidavit in support of the request that proves the party against whom default is sought has failed to plead or otherwise defend. Submit a Clerk's Entry of Default (Form B260). The Court Clerk will enter the default.

Take the following steps to docket Form B260: Clerk's Entry of Default. Under: Order Upload > No Motion Filed > Order Type : Ex Parte > Order Description: Ex Parte.

Leave the hearing date field blank, insert the case number and attach the PDF. You will receive the signed document back via ECF e-mail.

A MESSAGE FROM THE CLERK

On behalf of the bankruptcy judges and all the staff at the Bankruptcy Court, I would like to extend our best wishes for this holiday season to one and all. May good health and good wishes abound.

- Mary Schott, Clerk



Happy Thanksgiving!