



A CM/ECF Newsletter

Sponsored by the
United States Bankruptcy Court
District of Nevada

THE BANKRUPTCY BUGLE

JANUARY 2010

HELP DESK: 866-232-1266

HelpDesk@nvb.uscourts.gov

362 INFORMATION SHEET

Local Rules became effective
December 1, 2009.

LR 4001(a)(1)(B) All motions for relief from the automatic stay and any oppositions to it must have attached as a **cover sheet** a properly filled out § 362 information sheet, which must be signed by counsel and/or the moving or opposing party.

Local Rule 4001(a)(1)(B) requires the § 362 information sheet to be attached to motions for relief from stay as a **cover sheet** rather than an exhibit. On courtesy copies, the 362 information sheet should be stapled as the **first sheet** of the package, on e-filed documents the 362 Information sheet should be the FIRST PAGE of the pleading. Please note the Local Form, Section 362 Information Sheet (NV_4001) may be found on the Court's website at:

<http://www.nvb.uscourts.gov/rules-forms/forms/local-forms/>

If you have any questions, contact the Help Desk at -866-232-1266.

CM/ECF has been tested and works correctly with Firefox 2.0, Internet Explorer 6.0 and 7.0.

NO OTHER BROWSERS ARE SUPPORTED.

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 > Your Account > 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.

Effective February 1, 2010, please address any e-mail communications for **Judge Riegler's** courtroom deputy, Darla Sharp, to: LBR_Deputy@nvb.uscourts.gov.



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.

DOCKETING BITS 'n PIECES

★ When you file **amended schedules** and **add new creditors** to a case, you are responsible for mailing the 341 meeting notice to those additional creditors. The Clerk's office provides the initial 341 meeting notice only.

★ **UPPER CASE** is required when you input **names and addresses** in ECF. **Upper and lower case** is used when **enhancing docket text and pleading titles**.

★ Don't forget to docket **Social Security Statements** separately using the event **Bankruptcy > Miscellaneous > Statement of Social Security Number(s) (Must be Docketed Separately)**. This event is set up specifically to keep sensitive information from becoming public record. **DO NOT** docket this event with other documents.



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 after classes have ended, our staff is here to offer support, 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 thru 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.



JUST ASK JANET

Q: How do we obtain a **Summons**?

A: The court issues the Adversary summons electronically. The e-filer must request the summons be issued in CM/ECF. Once a new Adversary Complaint has been opened, then docket **Adversary > Complaint & Summons > Request to Issue Summons**.

You will be prompted to choose the party(s) the summons is to be issued on. The Court will assign the scheduling conference date and electronically issue the summons. You will then download the summons for service.

The e-filer is responsible for docketing the Summons Service Executed after service.

Q: How does a **Notice of Removal** get processed?

A: A Notice of Removal is treated as a NEW Adversary, and must be opened as such. It is NOT to be docketed under "Notice" and enhanced to say "Removal".

To open the new Adversary, select "Open an Adversary Proceeding", select "n" from the complaint drop down box and continue opening the new adversary matter.

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 2 business days of the electronic filing or 1 business day if the matter is to be heard on shortened time.