



# THE BANKRUPTCY BUGLE

FEBRUARY 2010

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)

## OPENING A NEW PETITION

After opening a voluntary petition by either manual input or program upload, the following steps should be taken (either through your petition software, or manually):

(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!



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

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

**NO OTHER BROWSERS ARE SUPPORTED.**

## 362 INFORMATION SHEET

Effective December 1, 2009, 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. 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/>

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.

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



## 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 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.



### 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.

## LOCAL RULE 5075

In accordance with Local Rule 5075, additional orders have been added that the Bankruptcy Clerk is authorized to sign and enter. (New motions have been added to the CM/ECF drop down filing list.)

Order to remove a name from the email service list.

Orders to refund fees for filing filing fees for filing a duplicate document or opening a duplicate case in error, if the filer has filed a motion requesting a refund of fees within two (2) business days of the filing. (A motion requesting a refund of fees that is filed beyond two (2) business days will be considered only by a judge.)

## CM/ECF AVAILABILITY ANNOUNCEMENT

Due to a planned power outage in the Foley Federal Building, the CM/ECF filing system will be unavailable on **Saturday, February 13 from 8:00 am until approximately 1:00 pm**. Please have your last transaction submitted no later than 7:55 am.

Should you have any questions regarding this announcement, please call (702) 388-6437.

If you have filings which must be completed during the time period CM/ECF is down, please call Marianne Street, Operations Manager at (702) 388-6988.

## WE DON'T WANT TO CLOSE THAT CASE WITHOUT A DISCHARGE!

Reminder! Please remember to file **Official Form B23**.

Without Official Form B23 your case may be closed without a discharge!

So avoid those reopening fees and file Form B23 as soon as possible!



**HAPPY VALENTINE'S DAY!**

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

**LBR\_CD@NVB.USCOURTS.GOV**



## JUST ASK JANET

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 MKN (Lead)  
                          07-89222 MKN

## 341 NOTICING LOCAL RULE 2002(c) (Reminder)

On chapter 9, 11, and 12 cases with more than 200 creditors and parties in interest listed, the debtor is responsible for noticing the First Meeting of Creditors and filing the Certificate of Service.

**NOTE FROM THE EDITOR:** Please visit our website at: [www.nvb.uscourts.gov](http://www.nvb.uscourts.gov) for the complete (and highlighted version) of the new Local Rules.