



BANKRUPTCY BUGLE

Bankruptcy Bugle
March 2010

CM/ECF
NEWSLETTER

Special points of interest:

- Chapter 13 Certificate of Compliance
- Opening a New Petition
- 362 Information Sheet
- New Court Phone Numbers

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Nevada Bankruptcy Court Phone Number Changes

Effective March 29, 2010, all current Las Vegas Nevada Bankruptcy Court phone numbers will change. The new main telephone number to contact the **Las Vegas** office will be:

(702) 527-7000

Effective April 5, 2010, all current Reno Nevada Bankruptcy Court telephone numbers will change. The new main phone number to contact the **Reno** office will be:

(775) 326-2100

To help in the transition, frequently accessed numbers for both offices will continue to be operational for a period of approximately one month.



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.

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. **To change your password**, go to UTILITIES > YOUR ACCOUNT > MAINTAIN

YOUR ECF ACCOUNT > MORE USER INFORMATION. Delete your old password and re-type your new password. Click on "submit" to complete the process. When you see the message that your transaction was successful, your password has been changed!

MOVING???



When your office moves, be sure to update your address in CM/ECF, per Local Rule 5005(d). To access the change of address form go to:

<http://www.nvb.uscourts.gov/rules-forms/rules/local-rules/5005/>

To update your CM/ECF account, go to UTILITIES

> YOUR ACCOUNT > MAINTAIN YOUR ECF ACCOUNT. Change your new address, telephone number, and all other pertinent information. Use **upper case** when adding your new address. Don't forget, a change of address must also be individually filed in **each case**

you are the attorney of record, including adversary cases, by e-filing a change of address form. When docketing in the individual cases, go to BANKRUPTCY> MISCELLANEOUS> CHANGE OF ADDRESS.

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

NO OTHER BROWSERS ARE SUPPORTED.

"Even when classes have ended, our staff is here to support you—you're not on your own!"



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 to 4 PM. Closed from 12:00 PM to 1:00 PM, and all o ffi-

cial federal holidays. If you don't need immediate assistance, you can also e-mail us at:

Helpdesk@nvb.uscourts.gov

We'll process your request as soon as possible.

**EXTRA!
EXTRA!
READ ALL**



Right to your desk! Want to be the first in town to **"READ ALL ABOUT IT"**? If you're a Bugle Fan 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, we'll do the rest! Write us at:

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.

What's In A Name?

When you create a pdf and name it for attachment purposes, remember that the name you give it can be seen by the judges, the public and others behind the ECF scenes.

Use care and good judgment when you name your files. Don't use profanity, offensive

terms or off-color humor because the title you give your document will be seen by all, and cannot be changed - it's on the docket forever!

Inappropriate or foul language may result in sanctions.



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 ASSIGNMENT

THIS IS A VERY
IMPORTANT STEP
in opening a new
petition.

It is a crucial part of
case opening, and
will ensure that you
receive your 341
notice immediately.



Nevada State
Bird
The Mountain
Bluebird

Chapter 13 Certificate of Compliance



Chapter 13 cases filed after October 17, 2005 must have a

Certificate of Compliance to obtain a discharge.

The debtor(s) will need to prepare the Certificate of Compliance

(Form NV5009, form specific to the actual Chapter 13 trustee assigned). In a joint case, a Certificate of Compliance should be filed for both debtors.

If no objection has been filed within 21 days after their service of the Certificate of Compliance, a discharge can be issued if the debtor is

otherwise eligible to receive a discharge.

In the event that no Certificate of Compliance has been filed within the 21 days, the case can be closed without a discharge.

362 Information Sheet...Reminder

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.



Transcripts and CDs

There are new transcript and CD request forms on our website at:

www.nvb.uscourts.gov/rules-forms/forms/local-forms/

An order for a CD requires payment at the time you order.

An order for a transcript will require a deposit. You will be contacted by Court Services regard-

ing the amount of deposit needed to process the order.

