

# BANKRUPTCY BUGLE



**SEPTEMBER  
2010**

**CM/ECF  
Newsletter**

## Inside this issue:

**New Courtroom  
Technology**

**Proposed Orders**

**Statement of Social  
Security**

**Redactions**

**Courtesy Copies**

**362 Information  
Sheets**

**Opening New  
Petitions**

## DON'T SHOUT IT OUT!



There have been some improvements at the Bankruptcy Court in Las Vegas that will make a big difference in video and audio in the courtrooms, and the biggest news is there's no need to shout anymore!

Some of the new and improved technologies we have added or improved are:

**New** video conference unit.

**New** video conference cameras.

**New** video mixer to allow us to display 720p resolution and a 16:9 aspect ratio.

**New** video features that send split images to display multiple cameras and evidence sources at once.

**New** widescreen monitors at all locations to support the display of 16:9 aspect ratio.

**New** audio mixers.

**New** shielded microphones at all locations to block electronic interference from cell phones.

**No** more "buzzing" audio.

**New** AMX touch panel added to the podium that allows minimal functionality that counsel can control during evidence display.

## SUBMITTING PROPOSED ORDERS

**Proposed** Orders should not be uploaded for the Judge's signature. Attach them as an *exhibit* to the motion. Upload an order **AFTER** the hearing for the Judge's signature.

## BANKRUPTCY COURT CONTACT NUMBERS

LAS VEGAS CLERK'S OFFICE: (702) 527-7000

RENO CLERK'S OFFICE: (775) 326-2100

CM/ECF HELP DESK: (866) 232-1266



Frequently called numbers and e-mail addresses are listed on the court's website under Court Information:

<http://www.nvb.uscourts.gov/about-the-court/contact-information/>

# BANKRUPTCY BUGLE

## STATEMENT OF SOCIAL SECURITY



Remember, this document needs to be e-filed at the same time as the petition, and it is docketed as a SEPARATE 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.

## REDACTIONS

Per Local Rule 9037, to redact sensitive information from documents other than transcripts that disclose protected private information, the party seeking to redact that information from the publicly accessed electronic docket may file an ex-parte motion to redact.

Upload the order once the ex-parte motion has been docketed. **A redacted copy of the document must be attached to the order.**

## COURTESY COPIES

Local Rule 9014(e)(2) requires 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.

If you mail your courtesy copies to the Court, please address them to the Clerk of the Court **(as courtesy copies)**, and not directly to the assigned Judge. The Clerk's office will distribute the courtesy copies to the appropriate parties.

## BUGLE MANIA!

Get 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!



## 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. Return to Account Screen, then click on "submit" to complete the process.

## 362 INFORMATION SHEETS

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.*

# BANKRUPTCY BUGLE

**Reminder:**

**VOLUNTARY  
PETITION**

**Official Form B1,  
known as a  
“Voluntary  
Petition” must be  
filed by a debtor to  
begin a  
bankruptcy case.**



## STEPS TO OPEN A VOLUNTARY 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.

### **BROWSER SUPPORT**

CM/ECF will function only with the following  
browsers: INTERNET EXPLORER 6.0 or 7.0  
and FIREFOX 2.0

No other browsers are supported.

The file size limits of  
pdfs in ECF have  
increased from  
3 MB to **4 MB**.