

BANKRUPTCY BUGLE



**MARCH
2011**

**CM/ECF
Newsletter**

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ORDERS

Proposed orders which are attached to a motion or application are not signed by the Judge. Once a hearing has been held it is the e-filer's responsibility to upload the order for the judge's signature. To upload an order in a bankruptcy case, take the following steps:

BANKRUPTCY > ORDER UPLOAD

Choose the applicable event: **Upload a Single Order** (if there is a related motion) or **Upload an Order—no motion filed** (if there was no hearing held or the order is for a stipulation or ex-parte motion, etc.). Complete the upload process by choosing:

ORDER TYPE > ORDER DESCRIPTION > HEARING DATE > CASE NUMBER

Take the same steps as above to upload an order in an adversary case:

ADVERSARY > ORDER UPLOAD

Completing these docketing steps will route your order to the appropriate Judge for their review of your order.

Past issues of the **BANKRUPTCY BUGLE** make excellent reference materials for docketing tips and procedures. You may access past issues by clicking on the link below.

<http://www.nvb.uscourts.gov/electronic-case-filing/bugle-newsletter/>

BANKRUPTCY BUGLE

AUTOMATION! AUTOMATION!

You may have noticed that there has been a dramatic upswing of cases being discharged and/or closed in the District of Nevada. This is a direct result of new and improved automation programs that have been implemented allowing the court to administer cases more efficiently.

In Chapter 7 cases where the financial management certificate (Form B23 to be specific) has not been filed within 60 days of the first scheduled 341 meeting of creditors, these cases are being closed. To have a discharge issued, a motion to reopen, order reopening the case and the filing fee will be required.

ATTORNEY ADDRESS CHANGE—NEW DOCKETING EVENT

A new Batch Filings event has been created to make it easier for attorneys to change their address in all bankruptcy and adversary cases in which they are the attorney of record (**Local Rule 5005(d)**). The new batch docketing event will allow up to 20 case numbers to be updated in one entry. A generic PDF may be created for the address change. To do this, create a change of address form with the updated attorney information. In the heading for case information where the debtor(s) name appears type in: SEE ATTACHED LIST. Where the case number is normally inserted type in: SEE ATTACHED LIST. Attach a complete list of cases including the debtor(s) names and case numbers of every case you are updating. In CM/ECF select:

BANKRUPTCY > BATCH FILINGS > ATTORNEY CHANGE OF ADDRESS (BATCH)

CHAPTER 11 STATUS REPORTS—NEW DOCKETING EVENT

A new docketing event has been created for Chapter 11 cases. In CM/ECF, select:

BANKRUPTCY > STATUS REPORT (CHAPTER 11)

DISCHARGING A DECEASED DEBTOR

In the event that the Financial Management Certificate and Form B23 have not been filed prior to a debtor passing away, it will be necessary for the attorney to file a motion or exemption, and an order granting the exemption must be entered before a discharge can be issued.

In addition, a Suggestion of Death should be filed. If a certificate of death is attached, please make sure that all personal data has been redacted, such as a social security number or other sensitive information. In CM/ECF select:

BANKRUPTCY > MISCELLANEOUS > SUGGESTION OF DEATH

BANKRUPTCY BUGLE

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. 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.

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.

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.

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

Give us your current e-mail address and we'll do the rest!

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/>

BANKRUPTCY BUGLE

VOLUNTARY PETITION

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

STEPS TO MANUALLY OPEN A VOLUNTARY PETITION

(Note: Steps 2-6 should be done immediately after opening.)

- 1 Upload **VOLUNTARY PETITION**
- 2 Upload **MATRIX**
- 3 Docket **JUDGE/TRUSTEE ASSIGNMENT**
- 4 Docket **STATEMENT OF SOCIAL SECURITY**
- 5 Docket **DECLARATION OF ELECTRONIC FILING**
- 6 Docket **MEANS TEST (Individuals Only)**
- 7 Docket **CERTIFICATE OF CREDIT COUNSELING (Individuals Only)**
- 8 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.

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

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/>

