

Bankruptcy Bugle



MAY/JUNE 2011

NEWSLETTER

Inside this issue:

Noticing	1
LR 1007.6 Lists/ Schedules/ Statements	1
Multi-Part Motions	2
Transcripts and CD's	2
Training	3
Opening New Petitions	4

NOTICING

Anyone who files a pleading, written motion or other document that requires notice to another party is responsible for serving all parties who are required to be served. Unless the court directs otherwise, the Clerk will not serve those notices.

Fed. R. Bankr. P. 2002 and LR 2002 provides further information on notices to creditors and other interested parties.

In addition, the Bankruptcy Court Clerk's Office provides notices on certain documents filed with the Court, such as initial 341 meeting of creditors, discharges, and the Chapter 13 Plan #1, for example.

<http://www.nvb.uscourts.gov/rules-forms/rules/local-rules/2002/>



LISTS, SCHEDULES & STATEMENTS

LR 1007 (b) 6

When adding a creditor(s) to a case after the case has commenced, it is the debtor's responsibility to ensure the accuracy and completeness of the master mailing list and any supplements that have been filed.

The clerk will **NOT** compare names and addresses of creditors listed in the schedules with names and addresses shown on the master mailing list.

To change the address of a creditor in CM/ECF, to go Bankruptcy > Creditor Maintenance. You may enter the creditor(s) individually OR upload an amended matrix with the new creditors only. Note that the original address of the creditor will remain in the database, as well as the new address you are adding.

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

MULTI- PART MOTIONS

When you are docketing a motion that requires more than one ruling (example: Motion for Relief from Stay AND Motion for Relief from Co-Debtor Stay...or Motion to Avoid Lien AND to Classify Claim) always docket as a Multi-Part Motion. Do this: Under Bankruptcy (or Adversary) choose Motions/Applications. Pick the first event your pleading lists, highlight it in the drop-down menu then scroll to the second event of your pleading title, hold down the CTRL key and click on the second event. They will both be highlighted. Be sure to choose the events in the same order as your pleading, or the docket event will not match your pleading title. The same process is required for any motions which you want an option of different types of relief (example: Motion to Convert OR Motion to Dismiss.) So, if you have more than one type of relief that you are requesting, then you need to select them ALL.

TRANSCRIPTS and CDs

Transcript and CD request forms are available on our website at:

<http://www.nvb.uscourts.gov/case-info/transcripts-compact-discs/>

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 regarding the amount of deposit needed to process the order.

SNABA

SOUTHERN NEVADA ASSOCIATION OF BANKRUPTCY ATTORNEYS

Attention bankruptcy attorneys: If you are not on the e-mail list for SNABA you may sign up at snaba@fritzlawyers.com.

You will be added to the list. It is FREE to join SNABA! Your participation is welcome at their luncheon meetings, roundtables and events.

REDACTIONS

Per Local Rule 9037, to redact protected private information from documents other than transcripts or a document other than a transcript that discloses protected private information, the party seeking to redact that information from the publicly accessed electronic docket must file an ex-parte motion to redact.

Upload the order after the ex-parte motion has been submitted. A redacted copy of the document must be attached to the order.

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!

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!

TRAINING

When you have staff turnover, consider having our staff train your staff to e-file. The classes are free. Our trained Support Staff will get your new employee(s) started, helping to speed up the learning process, relieve your current staff of the time to train new employee(s), and maintain the continuity required to be a successful e-filer! Visit our website for training times and registration.



<http://www.nvb.uscourts.gov/electronic-case-filing/training-registration/>

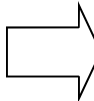
BANKRUPTCY BUGLE

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/>

