

Bankruptcy Bugle



SEPTEMBER 2011

NEWSLETTER

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DOCKETING TIPS

OBJECTION TO CLAIMS: The docketing event currently does not prompt the e-filer to indicate if there is an attached proposed order or certificate of service on the pleading. If the documents ARE attached to the Objection, please enhance the docket text at the “Modify Docket Text” screen to say “with Certificate of Service” or “with Proposed Order” as appropriate.

ORDERS SHORTENING TIME: Please docket the necessary documents in this specific order: Motion—the original motion to be heard; Motion to Shorten Time (and relate to the original motion); Attorney Information Sheet (and relate to the Motion to Shorten Time); Declaration of Support of the Motion to Shorten Time (and relate to the Motion to Shorten Time). Upload the Order to Shorten Time (and relate to the Motion to Shorten Time).

After the order has been signed, you will receive an electronic notification from the court with the hearing date and time assigned. The next step is to file a Notice of Hearing (and relate to the **original** Motion), along with a Certificate of Service (and relate to the documents being served).

LOAN MODIFICATIONS: Docket these motions under Bankruptcy> Motions/Applications > Loan Modification. Do not use the miscellaneous Applications event for these motions.

VERIFIED PETITIONS: These documents are e-filed, however, you must **pay the filing fee directly to the Clerk of the Court**. Please mail (or bring) a check to the Clerk’s office in the amount of \$175.00 for each Verified Petition. Be sure to write the bankruptcy or adversary case number on each check.

NEW BANKRUPTCY COURTHOUSE HOURS

Beginning September 12, 2011: C. Clifton Young Federal Building and U.S. Courthouse Hours are: 7:30 AM to 5:00 PM.

Beginning November 1, 2011, Foley Federal Building and U.S. Courthouse Hours are: 7:30 AM to 5:00 PM.

Bankruptcy Court Intake Hours are: 9:00 AM to 4:00 PM (Monday through Friday).

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SOUTHERN NEVADA ASSOCIATION OF BANKRUPTCY ATTORNEYS

Bankruptcy Attorneys: If you are not on the e-mail list for SNABA you may sign up at snaba@fritzlawyers.com to be added to the list. It is FREE to join SNABA! Your participation is welcome at their luncheon meetings, roundtables and events.

ORDERS

Once an order has been signed by a Bankruptcy Judge, whether granted or denied, it is improper for the filing party to contact the Courtroom Deputy or other court personnel to discuss the Judge's ruling.

If the filing party believes an order was incorrectly entered, a Motion under Federal Rules of Bankruptcy Procedure 9024 or 9023 or an Appeal may be filed in response.



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 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 - 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.

A NOTE FROM THE EDITOR

We want to thank all our loyal readers for their continued interest in the Bugle. If you've been a subscriber for awhile, you know that each issue of the Bugle carries some repetitive articles. We have many new CM/ECF e-filers (and staff members) joining us every day, so much of this information is new to them.

Each month our staff strives to provide new, fresh and informative court information and helpful hints to make docketing easier for all. Your continued support of the Bugle is appreciated!



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 an ex-parte motion and order for exemption**. 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**.

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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.

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!

SETTLED OR CONTINUED MATTERS

E-filers are reminded that you are under duty to promptly notify the court of any settlements or continuance requests for all matters calendared for hearing. All matters will remain on calendar unless a continuance is ordered by the court prior to the hearing.



ADDITIONAL TRAINING

We would like to encourage all e-filers who are adding staff to their office to send the new employees who will be e-filing directly to the Bankruptcy Court for training. **We cannot stress enough the importance of Court CM/ECF training for a new employee.** Let our staff train yours! The benefits for your business will not only save you time, but money as well. The classes are FREE and they last approximately 3 hours.

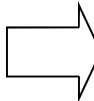
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VOLUNTARY PETITION

*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/>