

AMENDED

BANKRUPTCY BUGLE



**AMENDED
OCTOBER 2011
Newsletter**

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FEE INCREASES

Effective November 1, 2011, the following fee increases will take effect.



Adversary Complaint	\$ 293.00	
Amended Schedules	\$ 30.00	
Appeals	\$ 298.00	** Amended
Audio Recordings	\$ 30.00	
Chapter 7	\$ 306.00	
Chapter 11	\$1,046.00	
Chapter 12	\$ 246.00	
Chapter 13	\$ 281.00	
Chapter 15	\$1,046.00	
Direct Appeal	\$ 298.00	** Added
Document Certification	\$ 11.00	
Document Exemplifications	\$ 21.00	
Motions to Lift Stay	\$ 176.00	
Record Retrieval	\$ 53.00	
Record Search	\$ 30.00	
Returned Check	\$ 53.00	
Verified Petition	\$ 200.00	** Added

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).

BANKRUPTCY BUGLE

DOCKETING REMINDERS

When filing a Chapter 13 Plan, Notice of Plan and Notice of Hearing, please relate the Notice of Hearing to the Chapter 13 Plan only and not the Notice of Plan.

When docketing, at the prompt that asks you if there is a Certificate of Service attached, please answer yes **ONLY** if it is included in **THAT** document.

Please use care in attaching a PDF, and be sure that it is not only for the correct case, but that it also is for the correct debtor as well.

Naming a PDF appropriately is extremely important. The name you give a PDF is visible for all to see once it is on docket. Use good taste and judgment, keeping in mind that these files are memorialized forever on docket.

NOTICING REMINDER

Remember, Federal Rule 2002(b) requires that 28 days notice be given of the time fixed for filing objections and the hearing to consider approval of a disclosure statement. Local Rule 9014 requires oppositions to be filed 14 days before the hearing. Hence putting these two rules together, unless the court orders otherwise, a hearing on a disclosure statement must be noticed 28 plus 14 days prior to the hearing. Finally, do not forget the impact of Rule 9006.

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!

BANKRUPTCY BUGLE



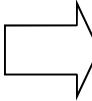
VOLUNTARY PETITION

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 Case Management/ Electronic Filing System (CM/ ECF) for the United States Bankruptcy Court, District of Nevada will be unavailable in October as follows:

Saturday, 10/22/11 from 6:00 AM to approximately 6:00 PM

Saturday, 10/29/11 from 6:00 AM to approximately 6:00 PM

If you have any questions regarding this announcement, please call the Help Desk at (866) 232-1266.

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/>