

# BANKRUPTCY BUGLE



December 2011



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## CHANGING CM/ECF PASSWORDS

Every e-filer is responsible for maintaining the integrity and security of their CM/ECF account. The login assigned to an individual is one way to sign a document, but also creates a financial responsibility as well. We strongly recommend that your password be changed frequently, especially each time there is staff turnover in your office. To change your password, please take the following steps.

**UTILITIES > CHANGE YOUR PASSWORD > NEW PASSWORD > RE-ENTER NEW PASSWORD**

Passwords are now case-sensitive. They must have a minimum of 8 characters, and must include both upper and lower case alphabetical characters and at least one digit or special character (i.e. 0-9, @, #, \$, %).

Once you have changed the password, you will receive a message that your password has been successfully changed.

**SNABA** January's featured guest speaker will be Mary A. Schott, Clerk of the United States Bankruptcy Court, District of Nevada. The topic will be State of the Court. The luncheon will be held on January 26, 2012. Further details of time and location will follow in the January Bugle and SNABA announcements

## 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/>

## STIPULATED ORDERS

This process has changed!!! Please prepare a Stipulation using a motion format. Do NOT put a 3" margin at the top for the judge's signature, that is for orders only. Docket the Stipulation under Bankruptcy/Adversary > Miscellaneous > Stipulation. Upload the Order and relate it to the Stipulation.

## UPLOADING ORDERS

Orders must now relate to a matter on docket. When uploading an order, relate it to the matter that is reflected in the order. If you are uploading an ex-parte order, it must relate to a specific matter on docket.

## LOCAL RULES CHANGES

Reminder! Local Rules for Noticing (Administrative Orders 2012-01; 2012-02; 2012-03; 2012-04 and 2012.05) go into effect **JANUARY 1, 2012**. To review, please click on the following link.

<http://www.nvb.uscourts.gov/news-rss/announcements/2011/1107-new-admin-orders/>

## LOCAL RULES REVIEW

The Local Rules Subcommittee is reviewing the Bankruptcy Local Rules. Anyone can make comments on the Nevada Bankruptcy Court website under Rules/Forms until January 30, 2012 by clicking on the link below.

<http://www.nvb.uscourts.gov/news-rss/announcements/2011/1209-local-rules-project/>



### COURT CLOSURES

In observance of the holidays, the Bankruptcy Court will be closed on the following days:

**Monday, December 26, 2011**

**Monday, January 2, 2012**



### COURTESY COPIES

All Nevada Bankruptcy judges require 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.



### 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)

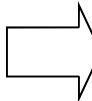
Give us your current e-mail address and we'll do the rest!

# BANKRUPTCY BUGLE



## 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.

## BANKRUPTCY COURTHOUSE HOURS

C. Clifton Young Federal Building and U.S. Courthouse Hours are:

**7:30 AM to 5:00 PM**

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— Friday)**

## **VOLUNTARY PETITION**

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



### *A Note of Thanks...*

*On behalf of the Judges and Staff of the Bankruptcy Court, District of Nevada, we wish to extend season's greetings and best wishes to all for a healthy, happy and prosperous new year!*

*- Mary A. Schott, Clerk*