

BANKRUPTCY BUGLE



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CHAPTER 11 MOTIONS TO SELL

LOCAL RULE 6004. Unless otherwise provided in the local bankruptcy rules, this rule applies to motions filed in chapter 11 cases to sell property of the estate under 11 U.S.C. § 363(b) ("sale motions") and motions seeking approval of sale, bid or auction procedures in anticipation of, or in conjunction with, a sale motion.

All motions to sell (unless otherwise provided in the Local Rules, Bankruptcy Code, Federal Rules of Bankruptcy Procedure, or an order of the court) must include specific information, or a declaration of counsel stating why this information is not provided. For the complete list of required documents and procedures visit the court's website at:

<http://www.nvb.uscourts.gov/rules-forms/rules/local-rules/6004/>

PLEASE NOTE!

DROP BOX CLOSURES

Effective May 1, 2012, the drop boxes will be removed from the Foley Federal Building in Las Vegas and the C. Clifton Young Federal Building in Reno. Per Administrative Order 2012-06 (amending Local Rule 5001), the Bankruptcy Court Clerk's offices are open for business from 9:00 A.M. to 4:00 P.M., Monday through Friday, except legal holidays, for filing all documents over the counter.

This change will NOT affect the courtesy copy boxes located at the Clerk's offices in Las Vegas and Reno.

PASSWORD SECURITY

CM/ECF Version 4.1/4.2 implemented stronger password protection for e-filers. After five invalid login attempts, your account will be locked out for a five minute waiting period. EACH subsequent invalid entry increases the resulting lockout period. If you are unable to remember your password, contact the Help Desk at **866-232-1266** OR send us an e-mail at:

helpdesk@nvb.uscourts.gov

to have your password reset before the account is automatically locked.

SNABA

ROUNDTABLE EVENT

Topic: Nevada's Personal Property Exemptions
Date: Tuesday, April 17, 2012
Time: 11:30 A.M. (Bring your lunch.) 12:00 P.M. to 1:00 P.M. (Discussion of topic.)
Location: Foley Federal Building, 2nd Floor. Signs will be posted directing you to the room.

There are no CLE credits available for this seminar and there is no cost to attend.

This event is for attorneys only.

Seating is limited, so RSVP immediately to: snaba@fritzlawyers.com

CLERK'S ENTRY OF DEFAULT

Obtaining a default judgment is a multi-step process under Fed.R.Civ.P.55, which is incorporated by Fed. R. Bankr. P.7055. For the complete procedure process to obtain a default judgment, visit the court's website at: <http://www.nvb.uscourts.gov/downloads/procedures/all-default-judgements.pdf>

Note: If you have not filed the Request/Praecipe for Default before uploading the Entry of Default, the court will return the Entry of Default unsigned until the proper procedures have been completed.

To prepare the Entry of Default take the following steps:

- 1) Prepare Form B260 <http://www.nvb.uscourts.gov/rules-forms/forms/national-forms/>
- 2) File a written request for entry of default. (Fed.R.Civ.P55(a); Fed. R .Bankr. P .7055.)
- 3) File an affidavit in support of the request that proves the party against whom default is sought has failed to plead or otherwise defend. (Fed.R.Civ.P.55(a); Fed. R. Bankr. P.7055.)
- 4) Submit an "Entry of Default" (Form B260).

To **upload the Entry of Default** go to Adversary > Order Upload > Single Order Upload > Case Number > Related Document Number (relate to Request/Praecipe for Default) > Order Type (choose ex-parte) > Hearing date (leave blank) > Click 'next' to complete the entry.

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.

You may sign up to receive the Bankruptcy Bugle via e-mail.

Please send your request to:

HelpDesk@nvb.uscourts.gov

**VOLUNTARY
PETITION**

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

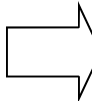
REMINDER

**PACER FEE
INCREASE**

Pacer fees have increased to .10 cents per page effective April 1, 2012.

**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 A.M. to 5:00 P.M.

Foley Federal Building and U.S. Courthouse Hours are:

7:30 A.M. to 5:00 P.M.

Bankruptcy Court Intake Hours are:

9:00 A.M. to 4:00 P.M. (Monday— Friday)

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/>