

BANKRUPTCY BUGLE



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ORDERS SHORTENING TIME

LOCAL RULE 9006. Unless the court permits otherwise, every motion for an order shortening time (OST) must be accompanied by an affidavit or declaration explaining why an expedited hearing is required, a copy of the motion for which an expedited hearing is requested, and an “Attorney Information Sheet for Proposed Order Shortening Time” (Local Form NV 9006) located at

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

or a similar statement that indicates the following:

- Whether opposing counsel and other interested parties were consulted regarding the proposed order shortening time;
- Whether opposing counsel or other parties consent to a hearing on shortened time;
- The date counsel or other persons were consulted;
- How the consultation was accomplished or, if counsel or other parties were not consulted, how the moving party attempted to consult with that person or persons; and
- The estimated time for the hearing.

The format of the proposed OST must include language so that the following can be easily inserted by the judge:

- The date/time for hearing on the motion;
- The date for filing any objections to the motion;
- The date for filing any response to any objection; and
- The date by which service of the OST will be completed.

To review the complete local rule click on this link:

<http://www.nvb.uscourts.gov/rules-forms/rules/local-rules/9006/>

STEPS TO DOCKET A MOTION FOR ORDER SHORTENING TIME

Bankruptcy > Motions/Applications

- Docket the **Motion** you want heard on shortened time.

Bankruptcy > Motions/Applications

- Docket the **Motion for Order Shortening Time** and relate it to the original motion.

Bankruptcy > Miscellaneous

- Docket the **Attorney Information Sheet** and relate it to the Motion for Order Shortening Time.

Bankruptcy > Miscellaneous

- Docket the **Affidavit in Support** and relate it to the Motion for Order Shortening Time.

Bankruptcy > E-Orders

- Upload the **Order Shortening Time** and relate it to the Motion for Order Shortening Time.

CM/ECF GENERATED HEADERS

Some e-filers are experiencing occasional issues with PDF headers failing to display on their ECF documents. The court recommends all users print to PDF prior to uploading their documents to ECF. From your application, choose print and in the printer destination, choose Adobe PDF (or a similar print driver capable of creating a new PDF). This will create a new PDF document that will allow the headers to appear. This step should be performed regardless of whether the document is a word processing document, existing PDF, or a scanned image.

CHAT

The Nevada Bankruptcy Court has implemented a CHAT service for the public. The CHAT Help Desk answers questions online Monday—Friday during regular court hours.

The CM/ECF Help Desk is also available for phone calls at **866-232-1266** during regular court hours. To access CHAT, please visit the court website's home page:

www.nvb.uscourts.gov

COURTESY COPIES

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.

COURTESY COPIES FOR JUDGE RIEGLE

If the courtesy copies relate to a matter to be heard within 5 days of the date of delivery, paper versions of the courtesy copies should be delivered to Judge Riegler's chambers. Courtesy copies for the other judges should be delivered complying with LR 9014(e) to the courtesy copy boxes at the clerk's office. Additionally, Judge Riegler does NOT require courtesy copies of Motions for Relief from Stay to obtain real or personal property in **Chapter 7 or Chapter 13 cases.**

NEW CM/ECF MENUS

Bankruptcy Events

Case Opening

[Open Voluntary BK Case](#)
[Open Involuntary BK Case](#)
[CaseUpload](#)
[Judge/Trustee Assignment](#)

Docketing (continued)

[Miscellaneous](#)
[Motions/Applications](#)
[Notices](#)
[Orders/Opinions To Be Docketed...](#)
[Plan](#)
[Transcripts](#)

Batch Docketing

[Batch Filings](#)
[Multi-Case Docketing](#)

Trustee Options

[Trustee/US Trustee](#)
[Trustee's 341 Filings](#)

E-Orders

[Order Upload](#)

Docketing

[Answer/Response...](#)
[Appeal](#)
[Auditor's Reports](#)
[Claim Actions](#)
[Claims Upload](#)
[Court Events](#)
[Creditor Maintenance...](#)
[File Claims](#)

The court has recently revamped the Bankruptcy and Adversary menus for CM/ECF. Categories have been re-titled and re-grouped to make the events easier to locate for docketing purposes.

Adversary Events

Case Opening

[Open an Adversary Proceeding](#)
[Open a Miscellaneous Proceeding](#)

E-Orders

[Order Upload](#)

Docketing

[Adversary Appeals](#)
[Adversary Misc](#)
[Answers...](#)
[Complaint & Summons](#)
[Court Events](#)
[Motions](#)
[Notices](#)
[Orders/Opinions To Be Docketed...](#)
[Transcripts](#)

PASSWORDS AND LOGINS

The login assigned by the court to an individual represents one way the e-filer signs a document. The registered e-filer has agreed to be responsible for anyone who uses that login. This also includes financial responsibility. That is why it is so important to change passwords often! CM/ECF passwords should be changed on a regular basis and should always be changed when there is staff turnover.

The password criteria requires the password to be a minimum of 8 characters, consisting of at least one upper case letter, as well as numbers and/or symbols.

**VOLUNTARY
PETITION**

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

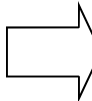
Past issues of the **Bankruptcy Bugle** make excellent reference materials for docketing tips and procedures. To access past issues, click the link below.

www.nvb.uscourts.gov

At the search prompt type in “**Bugle**”. You will be directed to the site where all current and past issues are available.

**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, e-mail addresses, and live on-line chat is available on the court’s website under Court Information:

<http://www.nvb.uscourts.gov/about-the-court/contact-information/>