

BANKRUPTCY BUGLE



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WITHDRAWAL OF REFERENCE

District Court may withdraw the entire bankruptcy case or adversary proceeding, or any part thereof. The court can exercise this authority on its own motion or on the timely motion of any party.

Local Rule 5011 addresses the procedures for a motion for withdrawal of reference. Specifically, **LR 5011 (e)** addresses the transmittal to and proceedings in United States **District** Court. When the record is complete, except for transcripts, the Bankruptcy Court will send the motion and any related pleadings filed prior to the opening of a docket to District Court. After a docket is opened in District Court, all documents pertaining to the matter under review in District Court must be filed with the District Court. However, any documents that are related to the **bankruptcy case that are NOT part of the withdrawal of reference**, should continue to be filed with the Bankruptcy Court.

For additional information and clarification on this matter, please click here: <http://www.nvb.uscourts.gov/rules-forms/rules/local-rules/5011/> .

REMINDER

CERTIFICATE OF COMPLIANCE

Administrative Order 2012-04 - Local Rule 5009 (b)(1)(C)(i) directs attorneys to serve the Chapter 13 Certificate of Compliance form on all creditors. If no objection is filed the case may be discharged.

A Certificate of Service must be filed on the Certificate of Compliance before a discharge can be entered by the court.

PRIVACY - REDACTIONS

When an e-filer logs into CM/ECF a box appears that states: *"I understand that, if I file, I must comply with the redaction rules. I have read this notice."* This is covered under Federal Rules of Bankruptcy Procedure 9037 and Local Rule 9037 (redaction procedures):

<http://www.nvb.uscourts.gov/rules-forms/rules/local-rules/9037/> .

Please be sure that all social security numbers, account numbers, information pertaining to minor children, etc. have been redacted. Once entered on docket, the PDF containing this private information may be viewed and copied by the public until a Judge signs the order of redaction.

DOCKETING ON CLOSED CASES

When a case has been closed, it must be reopened before matters can be heard or addressed. A Motion to Reopen must be filed, the filing fee paid, and the order to reopen signed, before the matter(s) may proceed.

In the event a matter has been placed on docket before the case is re-opened, the court will prepare a Notice of Docketing Error directing the e-filer to comply with this procedure. Failure to have the case reopened will result in the matter not being placed on calendar.

DOCKETING REMINDERS

STIPULATED ORDERS should be prepared in 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.

When **UPLOADING ORDERS**, the order must be related to a matter on docket. Relate the order 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.

REMINDER

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**.

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 Riegle'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 Riegle does **not** require courtesy copies of Motions for Relief from Stay to obtain real or personal property in **Chapter 7 or Chapter 13 cases**.

**VOLUNTARY
PETITION**

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

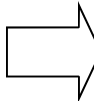
Past issues of the **Bankruptcy Bugle** make excellent reference materials for docketing tips and procedures. To access past issues, click the link below.

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/>