

BANKRUPTCY BUGLE



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AMENDING MOTIONS WITH FEES

To docket an amended money matter WITHOUT incurring an additional docketing fee, please note there are special instructions to follow. For example, in the case of a Motion for Relief from Stay, choose the docketing event:

Bankruptcy > Motions/Applications > Relief from Stay (Amended, Renewed).

For **ALL OTHER AMENDED MONEY MATTERS**, choose the docketing event:

Bankruptcy > Motions/Applications > Miscellaneous Application.

(If using this event, please enhance the 'Modify Docket Text Screen' by typing in the exact title of your pleading.)

If required, re-docket an Amended Notice of Hearing and/or an Amended Certificate of Service and relate these documents to the AMENDED motion.

When docketing an amended money matter, please note that by selecting the original docketing event, such as a Motion to Reopen, Motion for Relief from Stay or any other matter that requires a fee, a second filing fee will be incurred. E-filers are required to pay the second fee to avoid being locked out of CM/ECF. If this occurs, a Motion to Refund a Duplicate Filing Fee along with an Order may be submitted. It will be up to the Judge to grant or deny a refund.

If you need additional assistance, please contact the Help Desk at: (866) 232-1266 or send an e-mail to: HelpDesk@nvb.uscourts.gov.

NOTICES OF HEARINGS

The Clerk's office is experiencing an increased volume of a common error on Notices of Hearings. Quite often the date and time in the case caption does not match the date and time in the body of the pleading.

Please make sure you have put the correct information in BOTH places on the Notice, or the Clerk's office will send out a Notice of Docketing Error, and you will be required to file an Amended Notice of Hearing.

NEW INTERACTIVE KIOSKS!

What courtroom is my hearing in? This is a question that bankruptcy court employees passing through the courtroom halls may receive on a daily basis. To help alleviate confusion, the Information Technology (IT) Department recently installed new touch-screen kiosks within the Foley Federal Building in Las Vegas and the C. Clifton Young Federal Building in Reno. The kiosks are part of the court's strategy to assist the public and provide high-end customer service. Kiosk locations are:

<u>Las Vegas</u>	<u>Reno</u>
1st Floor between Security and the Elevators	5th floor next to Courtrooms 1 and 2
2nd Floor across from Courtroom 4	
3rd Floor in front of Courtrooms 1, 2, and 3	

Upon approaching the kiosk, touch anywhere on the screen to get started. The following options are available: **Court Calendars, Maps & Directories, Frequently Asked Questions,** and **Weather**. The kiosk information is specific to Reno and Las Vegas information so users in Reno will see certain information pertinent to Reno (such as Maps & Directories, Frequently Asked Questions) and the same applies to Las Vegas. There is also a **Home** button to bring the user back to the main screen.

- **Court Calendars** allows the user to select a judge (including Visiting Judges) and see a list of all court hearings for that judge. They can also search for specific court hearings by party name or case number on the Search tab. Case information such as party name, hearing time and courtroom location is provided with a link to the courtroom map.
- **Maps & Directories** provides the user with a visual map of each floor showing courtroom locations, kiosk locations, building offices and public facilities. In addition, the user has access to phone numbers and address information for other agencies for District Court.
- **Frequently Asked Questions** provides answers to common questions such as where to file courtesy copies, how to obtain certified copies of documents, etc. Courtroom map links are also available from this section (when applicable).
- **Weather** for Las Vegas and Reno has been added as an informational side element for those curious about existing weather conditions.

If you have a chance, venture by one of the kiosks and try it for yourself. A **Comments** button is available on the Home page of the kiosk. Any feedback would be greatly appreciated and will help us to continue to provide the public with quality information and service.

CERTIFICATE OF COMPLIANCE FORM

The form titled, "Debtor's Certificate of Compliance with Conditions Related to Entry of Chapter 13 Discharge Together with Notice" has been revised and is available on the Clerk's website at:

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

This form has been updated to include a Certificate of Service section. Per Administrative Order 2012-04—Local Rule 5009(b)(1)C(i), the attorney is directed to serve this notice on all creditors, followed up with a Certificate of Service, before a discharge can be entered by the court. Therefore, the Certificate of Service section has been added to this document for the e-filer's convenience.

UPDATE

RSS and E-mail Updates Services for the Public

The Bankruptcy Court now offers RSS feeds via our internet site as well as an e-mail subscription service. Subscribing to RSS feeds and/or e-mail updates saves you time from having to visit our website for updates and announcements. Both services are free and give you complete control over your subscription.

RSS Feeds

RSS Feeds (also known as Really Simple Syndication) is a format used to deliver web content that changes regularly. RSS allows you to stay easily informed by bringing the information to you without you having to visit multiple web sites. You also do not need to join a mail list which allows you to ensure your privacy is maintained. The one thing you **DO** need in order to subscribe to RSS feeds is feed reader software to look at the information from the feed. Once you open the news reader, headlines and a description should appear from the feeds you subscribe to. RSS readers are available online for download onto your desktop (i.e. FeedReader). You may also use web-based feed readers (i.e. My Yahoo, Google Reader) to see your feeds which do not require a software installation. For more information about how you can begin using feeds, visit the court web site www.nvb.uscourts.gov, and in the search box type, **Getting Started with RSS**.

Currently, the following topics are available as RSS Feeds through the court web site:

- Announcements & Website Updates
- The Bugle Newsletter
- Local Rules News

E-mail Updates

Another service we offer from our website is E-mail Updates. This is different than RSS in that you have to voluntarily subscribe to the content you want to receive by using your e-mail address, **BUT** you do not need any special software except what you are already using for your e-mail. The service works by sending you an e-mail announcement whenever a topic to which you are subscribed is updated. To sign up for the free e-mail subscription service, go to www.nvb.uscourts.gov and click on **E-mail Updates** in the top right corner of the page. You also have complete control over your subscription settings such as the ability to add or delete subscriptions. You can even add your mobile phone number to receive text subscriptions for select topics.

The following topics are available for **e-mail subscription** TO: www.nvb.uscourts.gov.

- **Site Updates/Announcements**
- **CM/ECF Announcements*** (Service interruptions to CM/ECF, CM/ECF releases/highlights.)
- **Monthly Newsletter** (Subscription to The Bankruptcy Bugle court newsletter.)
- **Service Notifications*** (Information about emergency court closures and service outages.)
- **Administrative/General Order Announcements**
- **Local Rules/Local Forms Announcements**
- **Employment Opportunities**

**Text subscription available*

U.S. Courts will have access to the subscription information you provide for e-mail updates, does not share this information, and does not collect or use this information for commercial marketing. For more information, see U.S. Courts Privacy Policy: <http://www.uscourts.gov/Common/PrivacyPolicy.aspx> .

We hope you find these tools useful in helping you to stay informed about news and updates from the U.S. Bankruptcy Court, District of Nevada.

COURT TRAINING VIDEOS

There are a number of e-filing tutorials available on the court's website that provide additional training to e-filers specific to the Bankruptcy Court, District of Nevada.

Currently, the following training videos are available:

- Voluntary Petition (open a new bankruptcy case).
- Uploading a Creditor Matrix.
- Judge/Trustee Assignment (assigns Judge, Trustee and 341 meeting dates to a new petition).
- Proof of Claim (steps for filing a proof of claim).
- Trustee Report of No Distribution (discusses requirements for the No Distribution Report (NDR) and steps for docketing).

Please click on the following link to access the videos:

<http://www.nvb.uscourts.gov/electronic-case-filing/resources-documentation/>

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. In addition, phone calls to the Help Desk at 866-232-1266 will still be answered.

Access to CHAT can be found at the court website's home page:

www.nvb.uscourts.gov

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.

Excluding Weekends and Federal Holidays.

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/>

