

BANKRUPTCY BUGLE



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ENTERING MULTIPLE E-MAIL ADDRESSES IN CM/ECF

Along with a primary e-mail address, an e-filer may add additional addresses for other parties in their firm to receive e-notice. To add multiple secondary e-mail addresses, type in the first e-mail address (see example below), hit 'enter' and type the next e-mail address, continuing this process until you are done. Do NOT separate the addresses with colons or semi-colons. When completed, click on 'Return to Account Screen', then 'Submit' until you see the receipt screen indicating the changes were accepted.

In CM/ECF, select Utilities > Your Account > Maintain Your ECF Account > Email Information > Secondary email address.

Secondary email address

CM/ECF RSS FEED

E-Filing attorneys and members of the public can sign up to receive an RSS (Really Simple Syndication) feed of docket entries made in CM/ECF. Categories reported in the feed consist of: answers, appeals, orders, miscellaneous entries and trustee entries.

To utilize this feature, go to <https://ecf.nvb.uscourts.gov> and click on the **Court Information** link located in the bottom left corner of the page. When the Court Information page displays, locate the RSS Feed option and subsequently choose: **Entries made in the last 12 hours - Public Users.**

A browser may be used to view the feed. Software for displaying RSS Feeds (such as Feedreader) may also be utilized.

RETURNED MAIL PROCESSING

The Judiciary's Bankruptcy Noticing Center (BNC) contractor has begun accepting, processing and securely disposing of notices that would otherwise be returned to the bankruptcy court by the U.S. Postal Service. The service will provide timely notification to debtors' attorneys of returned notices. Additional information is available at the following link on the court's website:

<http://www.nvb.uscourts.gov/electronic-case-filing/resources-documentation/electronic-bankruptcy-noticing/returned-mail-processing/>

FEE INCREASE

EFFECTIVE 11/21/12

Chapter 11 Filing Fees will increase to

\$1,213.00

ADMINISTRATIVE ORDER 2012-07

Procedures for obtaining loan modifications have been modified by a revised Administrative Order. This Administrative Order modifies Administrative Order 2010-03. Changes are in red below. See Administrative and General Orders on court web page: <http://www.nvb.uscourts.gov/rules-forms/rules/administrative-orders/>

- (1) Give at least fourteen days' notice of the motion to all parties in interest, including the chapter 13 trustee and any entity that held a lien pre-petition on the property subject to the loan modification. **Any objections to the motion must be made in accordance with FED. R. BANKR. P. 6004(b), but not later than three days before the hearing; and**
- (4) Include the following as exhibits to the motion:
 - (A) A cover sheet that presents in summary or table form approved by the Chapter 13 trustees the information set forth in (3) above; and
 - (B) **A copy of the loan modification agreement.**

REMINDERS

JUDGMENTS *and* DISMISSALS OF ADVERSARIES

Please include ALL named defendants when settling a case or obtaining a default judgment. Unless all parties have been addressed, the adversary case cannot be adjudicated.

ORDERS SHORTENING TIME

Affidavits for OST's should include not merely the reasons for the OST, but the time frame in which relief is requested.

ORDER PROTOCOL

Please do NOT contact the Judge's courtroom deputies to inquire on the status of an order, unless it is an EMERGENCY. Please take the following steps to research the order in question.

- 1) Check the docket to see if the order has been entered. If not on docket, proceed to step 2.
- 2) In CM/ECF, select Reports > E-Order Reports > Order Query, then follow the docketing prompts. If the Order Status says "No Action Taken" please check your e-mail for returned orders. **Note: the only e-mail address that will be notified is the SUBMITTING party's e-mail address, not additional office staff e-mails on file.** If you have not received an e-mail, proceed to step 3.
- 3) Send an e-mail to Court Services, directed to the individual Judge's initials. (For example: MKN_cd@nvb.uscourts.gov; BAM_cd@nvb.uscourts.gov; LBR_cd@nvb.uscourts.gov; BTB_cd@nvb.uscourts.gov; GWZ_cd@nvb.uscourts.gov). Include a case name, number and "Order Inquiry" in the subject line. Please remember to provide a specific contact name and telephone number. You will be contacted by a courtroom deputy to discuss the matter.

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.

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.

COURT CLOSURE

The Bankruptcy Court in Las Vegas and Reno will be closed on

November 22, 2012 and

November 23, 2012

in observance of the Thanksgiving holiday.

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/>