

# BANKRUPTCY BUGLE



## REVISED LOCAL RULES

On January 1, 2013, the Bankruptcy Court's Revised Local Rules went into effect. These rules were reviewed by a bankruptcy subcommittee and approved by the bankruptcy judges. The redline version of these rule changes can be found on the court's website at:

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

There are a number of new rules and many revisions, so please take the time to review the changes.

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## FILING UNDER SEAL or REDACTION

Filing under seal (**LR 9018**) means that the document will be provided to the court, but not available to the public on the docket. Redaction (**LR 9037**) means that there is sensitive information to be removed from an existing document.

To seal an entire document, steps must be taken **before** filing. If sealing is not appropriate or feasible, redacting information in a document can be done either before filing in the manner specified by **FRBP 9037 and LR 9037**, or after, if information is mistakenly filed that should have been redacted but was not.

To **file under seal** docket a Motion to File Under Seal electronically (**Motions/Applications > Seal**), unless prohibited by law or the filing is exempt from electronic filing. You must also submit (over the counter) a captioned cover sheet complying with **LR 9004**, indicating that they are being submitted *in camera*, secured to the outside of a large manila envelope containing the original un-redacted motion for an in camera review by the presiding Judge. Be sure the motion is clearly marked "**UNREDACTED.**" After the court has reviewed the in camera submission and approves the motion to file under seal, the order in compliance with **LR 9021** should be uploaded electronically. The court order authorizing filing documents under seal will be filed electronically, unless prohibited by law.

To **redact** specific, sensitive information in a document already filed, you will need to e-file a Motion to Redact (**Motions/Applications > Redact**) requesting that the information be removed from the publicly viewed docket. At this time, you should also upload an order to redact for the Judge's signature. The order must have a redacted copy of the document attached.

**IMPORTANT**

## **E-MAIL UPDATES and RSS SERVICES FOR THE PUBLIC**

The Bankruptcy Court now offers an e-mail subscription service as well as RSS feeds via our internet site at [www.nvb.uscourts.gov](http://www.nvb.uscourts.gov). Both services are free and give you complete control over your subscription. Beginning on March 1, 2013, the Court will be discontinuing the Bugle Blasts and other special updates, as these announcements can now be automatically received by subscribing to the new features described below.

### **E-mail Updates**

You now have the option to voluntarily subscribe to the content you want to receive from the court's website by using your e-mail address. You do not need any special software other than 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 our site at [www.nvb.uscourts.gov](http://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** at [www.nvb.uscourts.gov](http://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*

### **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 at [www.nvb.uscourts.gov](http://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

The Court does not share e-mail information or addresses with anyone. For more information, see U.S. Courts Privacy Policy: <http://www.uscourts.gov/Common/PrivacyPolicy.aspx>.



The guest speaker at this event will be Mary A. Schott, Clerk of the Bankruptcy Court for the District of Nevada. The topic will be an update on the state of the Clerk's office.

DATE: January 24, 2013

TIME: 11:30 A.M. to 1:00 P.M. (Speakers will begin around 12:00 P.M.)

LOCATION: Pullman Grill at Main Street Station

PRICE: \$25 for the luncheon or \$35 for the luncheon and CLE credit if paid before 1/21/13.  
\$35 for the luncheon or \$45 for the luncheon and CLE credit if paid after 1/21/13.

RSVP: [SNABA@fritzlawyers.com](mailto:SNABA@fritzlawyers.com)

### **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](http://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.

### **KIOSKS REPLACING COURT CALENDARS!**

Court Calendars hanging on the wall outside of the individual courtrooms are now a thing of the past!

New kiosks located outside of each courtroom now provide access to court calendars by use of the kiosk's touch screen.

- Search by Judge or debtor's name by following the prompts on the screen.
- Maps are available on the kiosk to guide you to the assigned courtroom.

**NEW  
E-FILERS**

**PLEASE NOTE**

**VOLUNTARY  
PETITION**

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

**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 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/>