

# BANKRUPTCY BUGLE



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## SETTLED OR RESOLVED MATTERS

Parties who stipulate to settle or resolve a matter that has an upcoming hearing date **MUST** include a provision in the Stipulation and/or Order that vacates the future hearing.

## DOCKETING and UPLOADING ORDERS SHORTENING TIME

Please note, the following steps apply only to Orders Shortening Time (OST) and NOT to Ex-Parte Orders.

- Docket:** Motion to be heard on OST. **Bankruptcy** > *Motions/Applications or Adversary* > *Motions*
- Docket:** Motion for Order Shortening Time (refer to the original motion). **Bankruptcy** > *Motions/Applications* > *Order Shortening Time* or **Adversary** > *Motions* > *Order Shortening Time (Adv)*
- Docket:** Declaration/Attorney Information Sheet (refer to Motion to Shorten Time). **Bankruptcy** or **Adversary** > *Miscellaneous* > *Declaration/Attorney Information Sheet*
- Upload:** Order to Shorten Time.
- Choose:** **Bankruptcy or Adversary** > *E-Orders* > *Order Upload* > *Single Order Upload*
- Enter:** *Case Number* > *Click Next*
- Enter:** *Related document number* (refer to Motion to Shorten Time) > *Click Next*
- Select:** *Order Type* > *Order Shortening Time*
- (NOTE: DO NOT SELECT EX-PARTE ORDER!)**
- Hearing Date* > (LEAVE BLANK) > *Click Next*
- Browse and attach the PDF image of Order*

After the order has been signed, you will receive an electronic notification from the court with the hearing date and time. The next step is to file a Notice of Hearing (refer this to the original motion), and a Certificate of Service (refer to the documents being served).

**NEW FEES**

## **ASSIGNMENT/TRANSFER OF CLAIMS**

Effective May 1, 2013, there will be a \$25.00 fee on all Assignment and Transfer of Claims.

## **AUDIO CD ORDERS OF COURT HEARINGS**

You may visit our website at [www.nvb.uscourts.gov](http://www.nvb.uscourts.gov) to obtain order forms for audio recordings of court hearings on CD. *(Please note: 341 Meeting of Creditors requests are handled by the U.S. Trustee's office. Do not submit them to the Clerk's office.)* On our website, select **CASE INFO > Obtain Transcripts > Audio Recording of Court Hearing**. Choose the appropriate order form for Las Vegas or Reno. When preparing your order, provide the full case number and the date and time of the hearing.

Once completed, you may submit the order form with the fee of \$30.00 to the U.S. Bankruptcy Court either by mail, for Las Vegas: 300 Las Vegas Blvd. S., Las Vegas, NV 89101; for Reno: 300 Booth Street, Reno, NV 89509 **or** in person at the Clerk's Office Intake counter. Please note: mail orders must be paid by check only, made payable to the U.S. Bankruptcy Court. (Debtors with an open bankruptcy case may not pay with a personal check; only money orders or a cashier's check will be accepted.) If ordering at the Clerk's office, cash is accepted in exact change only. Requests without payment will not be processed. When your CD is ready to be picked up, you will be contacted at the telephone number you provided on the order form. The standard turnaround for a CD is one day. If you would like the CD returned to you via U.S. mail, please include a prepaid return envelope. For expedited requests, please supply an air bill.

## **CERTIFICATES OF COMPLIANCE**

For Individual Chapter 11 and Chapter 13 cases, please remember that upon docketing the Certificate of Compliance, you must also serve this document and docket a Certificate of Service.

**SNABA**

The Honorable Bruce T. Beesley will be the guest speaker at the upcoming luncheon. The topic will be the Local Rules effective January 1, 2013.

**DATE:** March 21, 2013

**TIME:** 11:30 AM to 1:00 PM (Speakers will begin around 12:00 PM.)

**LOCATION:** Pullman Grill at Main Street Station

**PRICE:** \$25 for the luncheon or \$35 for the luncheon and CLE credit, if paid before 3/11/13.

\$35 for the luncheon or \$45 for the luncheon and CLE credit, if paid after 3/11/13 or at the door.

Please RSVP to: [beau@jeffreycogan.com](mailto:beau@jeffreycogan.com)

## **PREFERRED ADDRESSES**

**LR 2002(d) Creditor's designation of preferred address.** If a creditor has designated a person or organizational subdivision in accordance with 11 U.S.C. § 342(f), the court's CM/ECF system will ordinarily replace any nonconforming address for that creditor on the mailing matrix with the designated address noted with the symbol **(p)** next to the address. However, it is the duty of the creditor to review the matrix and if its designated address does not appear, to file a request for notice in the particular case.

The following link to the court's website will provide more information on the preferred addresses and will allow parties to check to see if a preferred address has been submitted.

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

## **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 (Reno) Hours are:

**7:30 A.M. to 5:00 P.M.**

Foley Federal Building and U.S. Courthouse (Las Vegas) 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 are available on the court's website under Court Information:

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

