

BANKRUPTCY BUGLE



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INSTALLMENT PAYMENTS FOR NEW PETITIONS

When opening a new petition in CM/ECF requesting to either waive the fees or pay in installments, be extremely careful to choose the correct prompt during case opening. *Fee status* will automatically default to Paid, so be sure to **choose the correct prompt** or you will be required to pay for the petition in full within 24 hours, regardless of applying for a fee waiver or installment payments.

Docket the application(s) to (waive or pay in installments) separately from the petition. For Chapter 7 Filing Fee Waiver:

Docket: Bankruptcy > Motions/Applications > **Waiver of the Chapter 7 Filing Fee (In forma pauperis).**

Upload: Order relating to motion.

Choose: Bankruptcy > Order Upload > Single Order Upload.

Enter: Case Number > Click Next.

Enter: Related document number for Waiver of the Chapter 7 Filing Fee (In forma pauperis).

Select: Order Type > Waiver of Fees > Click Next.

OR for Installments:

Docket: Bankruptcy > Motions > **Pay Filing Fee in Installments.** (Attach the PDF with the Motion and Order together. **DO NOT UPLOAD THIS ORDER.**)

You will receive electronic notification from the court when your order(s) has been signed.

UPLOADING E-ORDERS

The CM/ECF 5.1 version upgrade has created some changes in the e-orders program that may affect the way you upload an e-order. If you are currently experiencing syntax error messages, take the following steps to complete the upload procedure.

1. Open your PDF in **Adobe Acrobat**.
2. Click on **File** and choose **Print**.
3. Change the printer to **Adobe PDF**.

*The **Pages to Print** section should automatically default to All.*

4. Click on the **Print** button at the bottom of the screen.
5. When the **Save PDF File As** window displays, add a document name in the **File name** field and click **Save**.
6. Return to the Order Upload event to upload the order to be signed.

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 (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.

U.S. DISTRICT COURT CONFERENCE

The U.S. District Court Conference provides an excellent opportunity for members of the bar to interact with members of the federal judiciary. This year's program includes the following: a Supreme Court review; Emerging Technology and the Future of the Law; Images of Lawyers in Pop Culture; Civil Program - Home Run Motions, Criminal Program - Psychopaths and the Law: Assessment, Recidivism and Neuroscience. The program will conclude with open forum discussion with federal judges for civil, criminal, and bankruptcy practitioners.

Conference Information

Date and Location: May 9, 2013 at the Golden Nugget Hotel - Las Vegas

Time: Registration/Continental Breakfast at 8:00 a.m., Conference at 8:30 a.m., concluding at 4:30 p.m.

Registration Deadline: April 26 2013

Registration Fee: \$75.00 (\$50.00 for government attorneys)

Online Registration: www.USDistrictCourtConferenceNV.com

** Six (6) hours of Continuing Legal Education Credit including one (1) hour of ethics credit will be issued.*

CHAPTER 11 INDIVIDUAL DISCHARGES

All individual Chapter 11 debtors who wish to obtain a discharge must, upon completion of all plan payments, file and serve a copy of the local form "Debtor's Certificate of Compliance with Conditions Related to Entry of Chapter 11 Individual Discharge Together With Notice Thereon." This form is required pursuant to Local Rule 3022.1. To access the form, please use this link:

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

2004 EXAMINATIONS

Local Rule 2004 was revised during the local rules update in December, 2012 and went into effect in January, 2013. The order for examination may mention documents but production of documents may not be obtained via an order under 2004. Production of documents may, however, be obtained via subpoena.

REMINDER

ASSIGNMENT/TRANSFER OF CLAIMS

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

Courtroom Tips from the Electronic Court Recorder Operator

- Please address the Court from the podium unless you ask permission to speak from the counsel table. Since all hearings are recorded, please speak only when in front of a microphone for accuracy of the record.
- When you make your appearance to the court, speak clearly when stating your name on the record. You may be asked to spell your name if the electronic court recorder operator had difficulty hearing your name and if you have a name that may be difficult to spell. Transcript companies require the correct spelling when preparing a requested transcript.
- Local counsel must provide the courtroom deputy with the names of out of state attorneys. Business cards are extremely helpful. If business cards are not available, we ask that you make sure you provide the proper spelling of names or state the names and spellings for the record.
- If parties are going to be introduced to the court on the record as being present in the courtroom, please submit names and spelling prior to court hearing.
- Speaking too close to the microphone may cause shrill noises or feedback over the PA system in the courtroom. This affects the quality of the recording. Should you hear this, please speak a little softer or move back slightly from the microphone as a corrective measure.
- It is recommended that the microphones on the counsel table not be moved. They are placed for optimal audio recording.
- Reminder: The microphones are sensitive and conversations in the courtroom can be picked up, especially at the counsel tables.
- Silence is required in the courtroom when Continued and Resolved matters are being placed on the record. Please step into the corridor or move to an attorney conference room if you need to have a discussion.
- All cell phones/smart phones and personal electronic devices are to be silenced at all times while in the courtroom.

Thank you for your consideration and cooperation on these items.

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/>

WITHDRAW AS ATTORNEY

One of the new functions in CM/ECF 5.1 is the ability of an attorney to withdraw from a case in limited circumstances. The exceptions to prevent withdrawal as attorney would be if the attorney represents a debtor, and attorneys who represent more than one party on a case.

If the attorney can certify that there is no controversy before the court and the client consents to the withdrawal from the case, the attorney may docket a new event titled: Withdraw as Attorney. To docket this event, take the following steps:

Docket: Bankruptcy > Miscellaneous > *Withdraw as Attorney*

Notices of Electronic Filing will no longer be sent after Withdraw as Attorney event is docketed. (However, notices may still be received on the SAME DAY the attorney's association to the case is terminated.) Attorneys can only terminate themselves and not the parties they represent.

WITHDRAW AS PARTY

Parties (creditors) may terminate themselves from a case in limited circumstances. The party cannot be represented by an attorney. The party may withdraw by docketing a new event titled: Withdraw as Party. To docket this event, take the following steps:

Docket: Bankruptcy > Miscellaneous > *Withdraw as Party*

The party will no longer receive any Notices of Electronic Filing for that case after Withdraw as Party event is docketed. (However, notices may still be received on the SAME DAY the association as a party to the case is terminated.)

Note: The party will remain on the case mailing matrix and will continue to receive BNC notices as a creditor on the original mailing matrix.

ATTORNEY AND PARTY ASSOCIATION

In CM/ECF Version 5.1, the checkbox for the association of an attorney and party they represent is now checked by default. If you uncheck the box you will not be added to the case for noticing or shown in the queries and will not appear on or receive the Notice of Electronic Filing. Review this list carefully.

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

READING RULES, (pty:cr) represented by HUGHES, TA (aty)

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