

BANKRUPTCY BUGLE



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CHAPTER 11 INDIVIDUAL DISCHARGES

Local Rule 3022.1 allows chapter 11 individual cases to be closed before plan payments have been completed with court approval. When the case is reopened for the purpose of obtaining a discharge, please remember that the discharge cannot be entered until the local Certificate of Compliance form is filed and served and the time period for objections has passed. Upon filing the motion to reopen, the debtor shall be required to pay any fees due for reopening the case. More information on these requirements are outlined in the local rule.

REMINDER

TRANSCRIPT REMINDERS

When a transcript is ordered, it is the transcriber's responsibility to electronically file the transcript in ECF. Do not docket the transcripts you receive via email from the transcription company. If the transcript is not on the docket, please contact the Court Services' Electronic Court Recorder Operator's line at 702-527-7159 for assistance. If you need to leave a message, leave the case number, case name and hearing date along with a number to contact you and someone will respond to your inquiry.

The bankruptcy court does not have records of the 341 Meeting of Creditor proceedings. For chapter 7 and 11 cases, you must contact the Office of the United States Trustee. For chapter 13 cases, please contact the trustee to whom the case is assigned. This information can be found on the docket.

APPEALS

Filing appeals can be a little daunting if it's not something your office does on a routine basis. The Bankruptcy Court has appeals information on our website at www.nvb.uscourts.gov.

Use the search box located at the top of the page to find Appeal related FAQs (Frequently Asked Questions), Local Rules, and other guidelines that may be helpful.

NEW!

ADMINISTRATIVE ORDER 2013-02

New Administrative Order 2013-02, which went into effect on May 1st, provides a method for a chapter 11 liquidating plan to allow for unclaimed or undistributable funds to be donated to a not-for-profit non-religious organization. More information on the disposition of these funds and the applicable requirements can be found in the Administrative Order.

RELATING DOCUMENTS

The docket report is instrumental in the efficient administration of bankruptcy cases. One important aspect of the docket report is properly relating your document to previously filed documents. ECF filers should be careful to correctly relate documents to any related motion, application or plan. This allows the court to pull up the correct documents on the reports they run. For example, when an objection is withdrawn, the withdrawal should relate to the objection. The objection should already be related to the motion, so when the court pulls up the related motion report it will show all documents that are related directly or indirectly. Please contact the CM/ECF Help Desk at (886) 232-1266 if you have any questions on relating documents.

WITHDRAWAL OF THE REFERENCE

The district court may withdraw the entire bankruptcy case or adversary proceeding, or any part thereof. The district court can exercise this authority on its own motion or on the timely motion of any party. If a moving party files and serves the motion to withdraw, it must designate the portions of the record of the bankruptcy court proceedings that it believes will reasonably be pertinent to the district court's consideration of the motion.

Local Rule 5011 addresses the procedures for a motion for withdrawal of the reference. **LR 5011 (e)** addresses the transmittal to and proceedings in district court. When the record is complete, except for transcripts, the bankruptcy court will send the motion and any related pleadings filed prior to the opening of a docket to district court.

Any documents that are related to the **bankruptcy case that are NOT part of the withdrawal of the reference** should continue to be filed with the bankruptcy court.

For additional information and clarification on this matter, please see LR 5011 at:

<http://www.nvb.uscourts.gov/rules-forms/rules/local-rules/5011/>.

DID YOU KNOW?

Past issues of the **Bankruptcy Bugle** make excellent reference materials for docketing tips and procedures. To access past issues, click the link below.

www.nvb.uscourts.gov

At the search prompt type in "**Bugle**." You will be directed to the site where all current and past issues are available.

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 link can be found at <http://www.nvb.uscourts.gov/electronic-case-filing/resources-documentation/>.

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).
- Statement of Social Security.
- Declaration of Electronic Filing of Petition Schedules, Statements and Plans.
- 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).

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)

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.

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/>

