

# BANKRUPTCY BUGLE



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## **NOTICES OF HEARINGS**

The clerk's office is experiencing an increased volume of a common error on Notices of Hearings. Often the date and time in the case caption does not match the date and time in the body of the pleading.

Please make sure you have put the correct information in BOTH places on the Notice, or the clerk's office will send a Notice of Docketing Error. You will be required to file an Amended Notice of Hearing before the matter will appear on calendar.

The Notice of Hearing must be filed as a separate document from the associated motion or application, pursuant to LR 9014(b)(1)(F).

**REMINDER**

## **REASSIGNMENT OF CASES**

With the current changes in the Bankruptcy Court, it is important to pay close attention to the reassignment of cases. When the cases are re-assigned, the judges' initials must be changed to match the reassigned judge on case numbers. Judge Riegle retired effective July 31, 2013 and went on recall status. Bankruptcy judges from other courts will be assisting with the management of our cases for the next year.

## **COURT CALENDARS**

Online calendars are updated daily. Consequently, the calendars may be modified several times prior to the actual hearing. Court calendars are provided as a convenience to the public and legal community and are subject to change without notice.

On the day of the actual hearing, prior to your appearance in the courtroom, please check the kiosk outside of the courtroom for the **correct matter number**. The matter numbers may have been modified from the last online calendar update. To use the **Court Calendar** function on the kiosk, touch anywhere on the screen to get started. **Court Calendars** allows the user to select a judge (including visiting judges) and see a list of all court hearings for that judge. You can also search for specific court hearings by party name or case number on the Search tab. Case information such as party name, hearing time and courtroom location is provided with a link to the courtroom map.

## COURTESY COPIES

Courtesy copies of all papers filed with the court for matters set for hearing must be delivered to the clerk's office no later than 2 business days after filing, except for matters set on shortened time, which must be delivered to the court at least 1 business day after filing. For more information on courtesy copies, please review Local Rule 9014(e)(2).

Courtesy copies must be delivered to the correct location. Copies meant for Reno that are received in the Las Vegas office will be disposed of, not forwarded.

## MAINTAINING E-MAIL ACCOUNTS

The impact of a bounced back Notice of Electronic Filing (NEF) e-mail is extremely detrimental to the proper case administration because other parties to the case have no way to know that the NEF was not delivered and the intended attorney does not receive any service. To avoid being locked out of CM/ECF, please make sure your e-mail address is accurate. To make changes to your e-mail in CM/ECF, select Utilities > Your Account > Maintain Your ECF Account > Email Information. The submit button must be pressed until you receive a transaction complete screen.

**Important!**

### CAPTIONS ON ORDERS

All orders processed must reflect the debtor's name as entered on the court docket.

If any part of the debtor's name is missing or does not **exactly** match the docket, the order will be returned.

The order must be corrected before it is sent to the judge for signature, even if the motion and notice were incorrect.

### NEGATIVE NOTICE vs EX-PARTE MOTIONS

Ex-parte Motions do not require a hearing date and time. Normally an order on an ex-parte motion is uploaded on the same day the motion is filed. Once the order is signed, this usually concludes the matter.

Negative Notices have a different procedure and are governed by Local Rule 9014.1. There are some motions, objections and other matters that may be considered by the court without a hearing under the negative notice procedure described in this Rule if no party in interest requests a hearing. The matters allowed by negative notice are listed in the Rule.

Once all rule requirements have been met, and in the event no party in interest timely files an objection, the court may consider the matter without further notice or hearing upon the movant's submission of an order granting the relief.

Nothing in this rule is intended to preclude the court from conducting a hearing on the motion, objection, or other matter even if no objection is filed within the time permitted in the negative notice legend. See the court's website at:

<http://www.nvb.uscourts.gov/rules-forms/rules/local-rules/9014-1/>

## REDACTIONS

**Local Rule 9037** for Redactions (not to be confused with Sealing, LR 9018) means that there is sensitive information to be removed from an existing document. This may include personal information, such as social security numbers, names of minor children and other items outlined in the Judicial Conference's Privacy Policy. The clerk's office is not obligated to review filings for compliance with the Privacy Policy or Rules. The filing party is responsible for redacting sensitive information and should, preferably, do this **BEFORE** the document is filed. This requirement is true for pro se filers as well.

To redact specific, sensitive information in a document already filed, the e-filer should file a Motion to Redact (Bankruptcy/Adversary > Motions/Applications > Redact) requesting that the information be removed from the publicly viewed docket. In addition, prepare and upload an Order granting the Motion to Redact (Bankruptcy/Adversary > Order Upload > Single Order Upload > Case number > Related document number > Order type [Ex Parte] > Browse to attach the PDF of redacted order). The order must have a redacted copy of the document attached to the order for the clerk's office to replace the original document.

Transcript redactions differ from the procedure above. These procedures can be found on the court's website at <http://www.nvb.uscourts.gov/case-info/transcripts-compact-discs/redaction-requests/>.

### 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.**

### 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/>