

BANKRUPTCY BUGLE



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NEW

ADMINISTRATIVE ORDER 2013-03

Administrative Order 2013-03 went into effect on September 1, 2013. This Administrative Order repeals Local Rule 1015.1, which assigned chapter 11 cases district-wide. The Order can be found on the court's website at:

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

FINANCIAL MANAGEMENT COURSE (OFFICIAL FORM 23)

In order to satisfy the financial management course requirement set forth in Fed. R. Bankr. P. 1007(b)(7), Official Form 23 must be filed. Substitutions for this form will not be accepted and your case may be closed without a discharge.

In the event that the Financial Management Certificate and Official Form 23 have not been filed prior to a debtor passing away, it will be necessary for the attorney to file an ex-parte motion and order for exemption. In CM/ECF select: **Bankruptcy > Motions/Applications > Exemption From Financial Management Course**. To upload the Order: **Bankruptcy > Order Upload > Single Order Upload > Case Number > Related document number > Order type [Ex Parte] > Browse to attach the PDF of order**.

An order granting the exemption must be entered before a discharge can be issued. In addition, a **Suggestion of Death** should be filed. If a certificate of death is attached, please make sure that all personal data has been redacted, such as a social security number or other sensitive information. In CM/ECF select: **Bankruptcy > Miscellaneous > Suggestion of Death**.

JOINTLY ADMINISTERED CASES

Pursuant to Local Rule 1015, in jointly administered cases, subsequent filings of papers must be filed **only** in the lead case. Attorneys should, however, enhance the docket text for filings that affect only a member case.



The guest speaker at this event will be a United States Trustee Attorney. The topic will cover common errors made by debtor's counsel with an emphasis on chapter 11 individual cases.

DATE: September 26, 2013

TIME: 11:30 A.M. to 1:00 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 9/19/13.
\$35 for the luncheon or \$45 for the luncheon and CLE credit if paid after 9/19/13.

RSVP: beau@jeffreycogan.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

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.

PROPOSED AMENDMENTS TO THE FEDERAL BANKRUPTCY RULES

REQUEST FOR PUBLIC COMMENT

The Judicial Conference Advisory Committees on Bankruptcy and Civil Rules have proposed amendments to their respective rules and forms. Public comments are now being accepted. The deadline for submitting comments is February 15, 2014. The page listed below contains links to the Proposed Amendments Published for Public Comment.

<http://www.uscourts.gov/RulesAndPolicies/rules/proposed-amendments.aspx>


**NEW
E-FILERS**

**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.

PLEASE NOTE

**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/>