

# BANKRUPTCY BUGLE



## Inside This Issue

<b><i>New Event for Chapter 13 Cases- Certificate of Service</i></b>	<b>1</b>
<b><i>Filing Amended Petition Documents</i></b>	<b>1</b>
<b><i>Contacting Courtroom Deputies</i></b>	<b>2</b>
<b><i>A Message From the Clerk</i></b>	<b>2</b>
<b><i>Chat</i></b>	<b>2</b>
<b><i>Courthouse Hours</i></b>	<b>2</b>
<b><i>Holiday Office Closures</i></b>	<b>2</b>
<b><i>Opening a New Petition</i></b>	<b>3</b>
<b><i>Court Contact Information</i></b>	<b>3</b>

**NEW**

## NEW EVENT FOR CHAPTER 13 CASES- CERTIFICATE OF SERVICE

There is a new event to use when filing the certificate of service for the Certificate of Compliance in chapter 13 cases. This event can be found under Bankruptcy>Miscellaneous and it is titled **Certificate of Service for Certificate of Compliance (ch 13 only)**. Do not use the generic certificate of service. Using this event and filing the certificate of service separately will allow the system to automatically process and discharge the case in a timely manner if all other required documents have been filed. More information on chapter 13 cases can be found at the following link:

<http://www.nvb.uscourts.gov/rules-forms/rules/local-rules/5009/>

## FILING AMENDED PETITION DOCUMENTS

To amend schedules of a petition, go to Bankruptcy > Miscellaneous > Schedules/Declaration re Schedules. Follow the docket prompts, and select the schedule(s) you are amending. If the pdf includes the Summary, Declaration or any other petition documents such as the Statement of Financial Affairs, Chapter 7 Means Test, Disclosure of Compensation of Attorney for Debtor, etc., please remember to also click on those by holding the control (Ctrl) key every time you click on a new event. All the separate amended documents attached to your PDF image should be reflected in the docket text.

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Declaration	Schedules/Declaration re Schedules
Declaration Re: Electronic Filing	Statement of Financial Affairs
Declaration by BPP	Chapter 7 Means Test
Designation of Local Counsel (BK)	Disclosure of Compensation of Attorney for Debtor
<b>Disclosure of Compensation of Attorney for Debtor</b>	
Disclosure of Compensation of Bankruptcy Petition Preparer (Form B280)	

If you are adding a new creditor(s), you will incur a filing fee. After you have completed this docketing step, go to Bankruptcy > Creditor Maintenance and add only the NEW CREDITORS to the case. You may do so by either choosing Enter Individual Creditors and add them individually in UPPER CASE, **OR** you may save the new creditor's list as a .txt file and then upload this new creditor matrix file.

### **CONTACTING COURTROOM DEPUTIES**

If you need to contact a Courtroom Deputy for an urgent issue, e-mailing is usually the fastest method of communication. Sometimes they are in trials or are in court all day and do not have the opportunity to retrieve the telephone messages until late in the day but can check e-mails throughout the day. E-mail addresses can be found on the court's website:

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

#### **A Message From The Clerk**

**On behalf of the bankruptcy judges and all the staff at the Bankruptcy Court, I would like to extend our best wishes for this holiday season to one and all. May good health and good wishes abound.**

**- Mary A. Schott, Clerk**

### **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**

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

C. Clifton Young Federal Building and U.S. Courthouse and

Foley Federal Building and U.S. Courthouse.

Bankruptcy Court Intake Hours are:

**9:00 A.M. to 4:00 P.M.**

Excluding Weekends and Federal Holidays.

### **HOLIDAY OFFICE CLOSURES**

The Bankruptcy Court in Las Vegas and Reno will be closed on:

**November 28, 2013 and November 29, 2013** in observance of Thanksgiving.



**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 | <b>VOLUNTARY PETITION</b>  |   |
| 2 | Upload | <b>MATRIX</b>  |   |
| 3 | Docket | <b>JUDGE/TRUSTEE<br/>ASSIGNMENT</b>                                | → |
| 4 | Docket | <b>STATEMENT OF<br/>SOCIAL SECURITY</b>                            |   |
| 5 | Docket | <b>DECLARATION OF<br/>ELECTRONIC FILING</b>                        |   |
| 6 | Docket | <b>MEANS TEST<br/>(Individuals Only)</b>                           |   |
| 7 | Docket | <b>CERTIFICATE OF<br/>CREDIT COUNSELING<br/>(Individuals Only)</b> |   |
| 8 | Docket | <b>CHAPTER 13 Plan<br/>(if Applicable)</b>                         |   |

**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/>