

# BANKRUPTCY BUGLE



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## CM/ECF ATTACHMENTS

Please remember that attachments should adhere to the following requirements:

- Each file is limited to 4 megabytes
- No highlights on pages
- 8 1/2 by 11 is the only acceptable size
- If attachments are filed separately as an exhibit or generic document, a cover page with the case caption must be filed with it.

## 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 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).

## **REMINDERS**

### PROPOSED ORDERS

**Proposed** Orders should **NOT** be uploaded for the Judge's signature. Attach them as an *exhibit* to the motion. Upload an order **AFTER** the hearing for the Judge's signature.

### NOTICES OF AUCTION

Notices of Auction and Sales for all chapters must be filed concurrently with the motion per LR 9014(b).

If the motion has not been filed, the hearing **will not** be set on calendar.

### **REFUNDING FILING FEES**

The Clerk is authorized to sign Orders to refund fees for filing fees for filing a duplicate document or opening a duplicate case in error, if the filer has filed a motion requesting a refund of fees within two (2) business days of the filing. A motion requesting a refund of fees that is filed beyond two (2) business days will be considered only by a judge. Form Orders can be found on our website at <http://www.nvb.uscourts.gov/rules-forms/forms/local-forms/>. Anything outside the scope of Local Rule 5075 must be signed by a judge.

When there is an improperly filed case and that case is stricken, any motions to refund the filing fee must be docketed in the re-filed case. These matters need to be set for hearing, and it will be up to the judge to grant or deny a refund.

### **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.**

Excluding Weekends and Federal Holidays.

### **RSS FEEDS**

The U.S. Bankruptcy Court, District of Nevada, offers Really Simple Syndication (RSS) of our news and information which allows you to stay current with our latest news and events. When new content is posted to this website, you can receive updates via our RSS feeds. We offer several feeds for RSS subscription. Currently, the following topics are available as RSS feeds through the court website:

- Announcements & Website Updates
- Bugle Newsletters
- Local Rules News

To sign up or to learn more, please visit: <http://www.nvb.uscourts.gov/news-rss/>.


**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/>