

# BANKRUPTCY BUGLE



## Inside This Issue

<b>Order Guidelines</b>	<b>1</b>
<b>SNABA</b>	<b>2</b>
<b>CHAT</b>	<b>2</b>
<b>Courthouse Hours</b>	<b>2</b>
<b>Bankruptcy Certification Training</b>	<b>2</b>
<b>Opening a Voluntary Petition</b>	<b>3</b>
<b>Contact Numbers</b>	<b>3</b>

## ORDER GUIDELINES

Follow the guidelines listed below when preparing and submitting Orders. Please be aware that orders may be rejected when not submitted in the proper format.

- Orders must be uploaded in PDF format **only**.
- You **MUST** leave a 3 inch margin of blank space at the TOP of the first page of your order. If the top margin is less than 3 inches, the order will not be processed.
- The LAST LINE of the last page of the order must have: ### centered in the middle of the page to indicate the order is completed.
- Signatures of each party entering into an agreed order should be represented with /s/ followed by the typed name of the party. Example: /s/ Joe A. Attorney
- Please **do not** include a line for the judge's signature or a line for the date.
- All orders prepared by legal counsel shall indicate the name of the law firm, name of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and the e-mail address for the submitting attorney. This information shall be included at the top of the order on the left side.
- The fonts used with Adobe Acrobat must be Arial or Times New Roman (regular, **bold**, *italic*, **bold italic**, 12 pt). Other fonts will not process correctly through the court's noticing center. Text color must be black. Pages should be numbered.
- Orders should not contain any blank fields, with the exception of Orders on Shortened Time or Orders to Show Cause. Ensure that you include any actual continued hearing dates and/or objection deadlines in your order.
- When referencing your motion in the body of the order, ensure you are referring to the motion title and document number.
- You have the ability to check your order(s) in ECF by using the REPORTS > E-Order Reports > ORDER QUERY. If there is an issue with the order, please contact the appropriate Courtroom Deputy. Contact information can be found at <http://www.nvb.uscourts.gov/about-the-court/contact-information/>.
- Orders should be uploaded after the objection period has expired. Orders regarding motions requiring a hearing cannot be submitted until after the hearing. If moving party understands no hearing is required, an order should be submitted at the time the motion is filed. Agreed/stipulated orders may be uploaded after the stipulation has been filed.
- Due to the volume of orders the Court processes daily, attorneys must follow the formatting guidelines for our orders program. If your office needs assistance formatting an order, contact the ECF help desk at (866) 232-1266.

**SNABA**

The guest speakers at this event will be the Honorable Laurel E. Davis and August B. Landis.

DATE: July 24, 2014

TIME: 11:30 A.M. to 1:00 P.M. (Speakers will begin around 12:00 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 7/17/14  
\$35 for the luncheon or \$45 for the luncheon and CLE credit if paid after 7/17/14 or at the door.

### 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 and  
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.

### BANKRUPTCY CERTIFICATION TRAINING

The Association of Bankruptcy Judicial Assistants ("ABJA") is sponsoring a Certified Bankruptcy Assistant Seminar and Exam on October 7 & 8, along with two Professional Skills Seminars on October 9 & 10, at the Luxor Hotel. This is an ideal opportunity to become certified as a bankruptcy assistant.

The Certified Bankruptcy Assistant ("CBA") program is aimed specifically toward secretaries, administrative assistants, paralegals, and other support personnel who work in or have day-to-day contact with the bankruptcy courts. The two-day certification program includes a one and one-half day preparatory training workshop with the exam being administered the afternoon of the second day. The training and exam cover topics such as grammar usage and writing, the Bankruptcy Code and Rules, ethics, and research and proper legal citation. The instructors this year are top-notch, including U.S. Bankruptcy Judges, a professor from the UNLV William S. Boyd School of Law, and a career law clerk. A study guide developed by The University of New Orleans, numerous professors, judges, and practitioners in the bankruptcy field, in cooperation with the ABJA, is provided to participants in advance of the program. To see if you meet the criteria to participate in this program and/or for more information on the CBA program, please visit the ABJA's website at [www.ABJA.org/CBA.htm](http://www.ABJA.org/CBA.htm).

**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)**

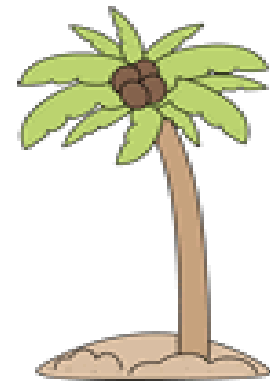
**ALL** Chapter 13 and 11 cases are opened as **ASSET** cases.

**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/>