

BANKRUPTCY BUGLE



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DOCUMENT PREPARATION SERVICES

In 2013, the Nevada Legislature passed a new law to prevent some individuals and businesses from engaging in the unlicensed practice of law, and performing services and providing legal advice beyond their scope of legal authority.

This new law includes protections for consumers that use these services. These include:

- Evidence that a document preparation service is registered with the State of Nevada.
- Explanation of the fees to be charged for services.
- Disclosure of information including that the person serving as the document preparer is not an attorney.
- Public posted notices including Certificate of Registration, business licenses and disclosure notices.

For more information on Document Preparers, please visit the [Secretary of State's website](#).

REMINDERS

FEE INCREASE

The fee for a Verified Petition has increased to \$250.00, effective January 1, 2015.

CM/ECF AVAILABILITY

The CM/ECF System will be unavailable on Saturday, January 24 from 8:00 am until approximately 5:00 pm. Maintenance will be performed at this time. Please have your last transaction submitted no later than 7:55 am on Saturday, January 24.

CERTIFICATE OF COMPLIANCE

Attorneys must serve the Chapter 13 Certificate of Compliance form on all creditors. A Certificate of Service must be filed with the Certificate of Compliance before a discharge can be entered by the court. If no objection is filed, the case may be discharged. See [LR 5009](#).

CHANGES OF ADDRESS

When attorneys change their mailing address or e-mail address, a Notice of Change of Address of Attorney must be filed for every case and adversary proceeding for which the attorney is the attorney of record in order to maintain a current mailing matrix. The form is available on the court's website: http://www.nvb.uscourts.gov/LocalRules_Forms/Local_Home.htm

As a separate requirement, the attorney must also update the CM/ECF System. Substitutions of counsel must be obtained for all cases and proceedings for which the attorney will not remain the counsel of record.

Failure to update a mailing address or e-mail address as required by [Local Rule 5005\(d\)\(1\)](#) may result in service made to the attorney's address of record being deemed good service, unless the court orders otherwise.

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 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.

TRANSCRIPT REMINDERS

When a transcript is ordered, it is the transcriber's responsibility to electronically file the transcript in ECF. Do not docket the transcripts you receive via email from the transcription company. If the transcript is not on the docket, please contact the Court Services for Las Vegas at 702-527-7159 or Reno at 775-326-2103 for assistance. If you need to leave a message, leave the case number, case name and hearing date along with a number to contact you and someone will respond to your inquiry.

The bankruptcy court does not have records of the 341 Meeting of Creditor proceedings. For chapter 7 and 11 cases, you must contact the Office of the United States Trustee. For chapter 13 cases, please contact the trustee to whom the case is assigned. This contact information can be found on the docket.

**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/>