

BANKRUPTCY BUGLE



Inside This Issue

Courtroom Tips	1
Court Calendars	2
CHAT	2
Courthouse Hours	2
Transcript Reminders	2
Form of Papers	2
Opening a Voluntary Petition	3
Contact Numbers	3



COURTROOM TIPS

- Please address the Court from the podium unless you ask permission to speak from the counsel table. Since all hearings are recorded, please speak only when in front of a microphone for accuracy of the record.
- When you make your appearance to the court, speak clearly when stating your name on the record. You may be asked to spell your name if the electronic court recorder operator had difficulty hearing your name and if you have a name that may be difficult to spell. Transcript companies require the correct spelling when preparing a requested transcript.
- Local counsel must provide the courtroom deputy with the names of out of state attorneys. Business cards are extremely helpful. If business cards are not available, we ask that you make sure you provide the proper spelling of names or state the names and spellings for the record.
- If parties are going to be introduced to the court on the record as being present in the courtroom, please submit names and spelling prior to court hearing.
- Speaking too close to the microphone may cause shrill noises or feedback over the PA system in the courtroom. This affects the quality of the recording. Should you hear this, please speak a little softer or move back slightly from the microphone as a corrective measure.
- It is recommended that the microphones on the counsel table not be moved. They are placed for optimal audio recording.
- Reminder: The microphones are sensitive and conversations in the courtroom can be picked up, especially at the counsel tables.
- Silence is required in the courtroom when Continued and Resolved matters are being placed on the record. Please step into the corridor or move to an attorney conference room if you need to have a discussion.
- All cell phones/smart phones and personal electronic devices are to be silenced at all times while in the courtroom.
- To reserve or request any of the courtroom technologies please click on link <http://www.nvb.uscourts.gov/judges/courtroom-technology/> and fill out our Technology Request Form.
- It is a violation of Judicial Conference policy, and Local Rule IA 9-1, to record, transmit or broadcast United States Bankruptcy Court proceedings with wireless or any other communication devices. Wireless communication devices include, but are not limited to, mobile phones, laptop computers and personal digital assistants (PDAs). Cameras and other devices (pen recorders, phones, etc.) that are capable of recording, reproducing and transmitting are prohibited from use within the Courtroom. **Failure to abide by this Rule may result in the forfeiture of any such device.**

COURT CALENDARS

Online calendars are updated daily. Consequently, the calendars may be modified several times prior to the actual hearing. Court calendars are provided as a convenience to the public and legal community and are subject to change without notice. Calendars can be found at <http://www.nvb.uscourts.gov/calendars/court-calendars/>.

On the day of the actual hearing, prior to your appearance in the courtroom, please check the Kiosk outside of the courtroom for the **correct matter number**. The matter numbers may have been modified from the last online calendar update.

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' Electronic Court Recorder Operator's line at 702-527-7159 for assistance in Las Vegas or 775-326-2103 for Reno. 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 information can be found on the docket.

FORM OF PAPERS

Local Rule 9004 sets out the requirements for form of papers. These requirements include: filing on papers that are eight-and-one-half by eleven inch (8½" x 11") and consecutively numbering each printed line in the left margin of each page.

Additionally, fonts must be at least 12 points, and all pages on each pleading must be printed on only 1 side of the paper and double-spaced. For more information, please review Local Rule 9004 at <http://www.nvb.uscourts.gov/rules-forms/rules/local-rules/9004/>.

**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)**

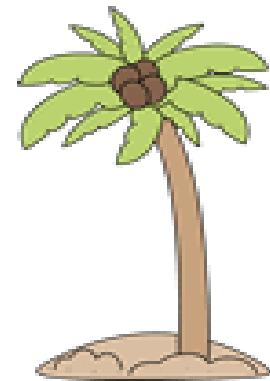
ALL Chapter 13 and 11 cases are opened as **ASSET** cases.

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

HELPDESK EMAIL: helpdesk@nvb.uscourts.gov



Frequently called numbers, e-mail addresses, and live on-line chat are available on the court’s website under Court Information:

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