

BANKRUPTCY BUGLE

IMPORTANT



BANKRUPTCY FORM CHANGES EFFECTIVE

DECEMBER 2015

Most Official Bankruptcy Forms are scheduled to be replaced with substantially revised, reformatted and renumbered versions effective December 1, 2015, if approved by the Judicial Conference at its September 2015 meeting.

These new forms are part of a forms modernization project that began in 2008 by the Advisory Committee on Bankruptcy Rules. Among other things, the new forms introduce different versions of case opening forms for individual debtors and non-individual debtors. The new forms are easier for debtors to understand and complete, and are designed to work with scheduled enhancements to the federal courts' case opening and electronic case management system.

Some of the modernized forms are already in effect and will simply be renumbered on December 1, 2015. Other forms were published for public comment in August 2013 or 2014 and have been approved by the Advisory Committee on Bankruptcy Rules and the Committee on Rules of Practice and Procedure (the Standing Committee). All but six existing official forms are on track to be replaced by modernized versions.

The following official forms are scheduled to be replaced: 1, 2, 3A, 3B, 4, 5, 6 Summary, 6 Declaration, 6A-J, 7, 8, 9A-I, 10, 10A, 10S1, 10S2, 11A, 11B, 12, 13, 14, 15, 16A, 16C, 16D, 17A, 17B, 17C, 18, 19, 22A1 through 22C2, 23 and 27.

Virtually all the director's bankruptcy forms (current forms 13S, 15S, 18F-18WH, and 104-283) are also scheduled to be replaced by updated and renumbered versions on December 1, 2015.

To view these pending forms, please visit: <http://www.uscourts.gov/rules-policies/pending-rules-amendments/pending-changes-bankruptcy-forms>.

BOUNCED BACK EMAILS

The clerk's office will no longer monitor bounced back emails. Attorneys are responsible for keeping their email addresses up to date.

To make changes to your e-mail in CM/ECF, select **Utilities > Your Account > Maintain Your ECF Account > Email Information**. The submit button must be pressed until you receive a transaction complete screen.

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MORTGAGE MODIFICATION MEDIATION SURVEY

In January 2015, Administrative Order 2014-08 authorized the establishment of the Mortgage Modification Mediation (MMM) Program for the Las Vegas cases. The bankruptcy judges have signed 166 orders authorizing referrals to the MMM program as of July 31, 2015. Forty-eight percent of the 166 requests for referral have completed the process through the MMM program. Of the 76 referrals that have completed the MMM program, 72% have reached an agreement or settled prior to the mediation.

Administrative Order 2014-08 will be incorporated into the revised bankruptcy local rules that are anticipated to go into effect in January 2016. The MMM program is being expanded to include all cases that are filed in the District of Nevada. A seminar will be offered in the Reno area before the end of the calendar year. This MMM program survey link will be available until September 20, 2015: <https://www.surveymonkey.com/r/983SB9K>.

Your feedback regarding the MMM program would be appreciated. We will be making some modifications to the program based upon changing requirements and the feedback from the survey.

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.

CM/ECF PASSWORD RESET FEATURE

Effective July 19, 2015, you now have the ability to reset your password at the login screen of CM/ECF. Simply click on the "forgot your password" link. Enter your login or your primary email address associated with your CM/ECF account, type in the verification code appearing in the box, and click submit.

An email will be sent to you containing a link for changing your password. Please click on the link to change your password. Passwords must have:

- at least 8 characters
- uppercase and lowercase letters
- at least one digit.

If you do not see the email in your inbox or spam email box approximately 10 minutes after your request, please contact the ECF Help Desk. If you have forgotten your email address and your login, you may send an email to the help desk at helpdesk@nvb.uscourts.gov. The CM/ECF account holder is the only one who can reset a password.

NEW

**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)**

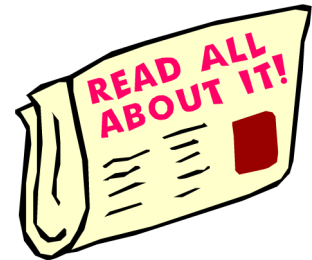
ALL Chapter 13 and 11 cases are opened as **ASSET** cases.

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/>