

BANKRUPTCY BUGLE



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CM/ECF AVAILABILITY

The Case Management/Electronic Case Filing System (CM/ECF) for the United States Bankruptcy Court, District of Nevada will be unavailable on **Monday, November 30th, 2015** beginning at **2:00 p.m.** and continuing until approximately **10:00 a.m. on December 1st, 2015**. Please have your last transaction submitted no later than 1:55 p.m. on Monday, November 30th, 2015.

Should you have any questions regarding this announcement, please call the ECF Help Desk at (866) 232-1266.

FILE SIZE INCREASE

Effective December 1, 2015, the file size limit of individual PDFs submitted in CM/ECF increases from 5 MB to 10 MB.

If you attempt to upload a document that exceeds the file size limitation, your filing may be rejected. Adobe Acrobat can help you properly split and label large files for uploading to CM/ECF.

DISMISSED CASES

Once a case is dismissed, all pending hearings will be terminated. This includes Motions or Applications for Compensation.

The only exceptions to this are Motions for Funds disbursements, Motion to Reconsider, and appeal motions.

ATTORNEYS APPEARING PRO BONO

Attorneys who are appearing pro bono at a hearing should notify the courtroom deputy at the beginning of each calendar. The judge can then decide whether to call that matter first.



RESETTING YOUR CM/ECF PASSWORD

CM/ECF users 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 primary email address associated with your CM/ECF account, type 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 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.

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.

LOCAL RULES PROJECT

Public comments are now being accepted for the Local Bankruptcy Rules, U.S. Bankruptcy Court, District of Nevada. The bankruptcy judges will be reviewing submitted comments.

To review the proposed changes, and to make comments to the proposed amendments, please click on this link: <http://www.nvb.uscourts.gov/news-rss/announcements/2015/1027-local-rules-comments/>.

All comments must be submitted through this link no later than 4 p.m. on November 25, 2015.

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



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/>