

BANKRUPTCY BUGLE



TELEPHONIC APPEARANCES

Telephonic appearance requests must be made in writing at least 48 hours prior to the hearing date.

The request may be submitted online via the Technology Request Form available on the court's website, or faxed or mailed to the appropriate court location.

The request must include:

- Debtor(s) name
- Bankruptcy case number
- Date and time of hearing
- Name and telephone number of participant
- Docket number of the items for which the appearance is requested
- Reason a telephonic appearance is requested

If the requesting party wishes to argue a contested matter, the request must state the specific extraordinary reasons for such request. Generally, the mere fact that an attorney or party resides outside of Clark County, Nevada does not constitute sufficient cause to be permitted to appear by telephone.

More information on telephonic appearances can be found on the court's website: <http://www.nvb.uscourts.gov/judges/procedures/court-call/>.

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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/>.

REMINDER

OFFICIAL BANKRUPTCY FORMS

Revisions to the Official Bankruptcy Forms went into effect on December 1, 2015. The new forms were part of the Advisory Committee's ongoing forms modernization project that began in 2008. The new forms introduce different versions of case opening forms for individual debtors and non-individual debtors. The forms are designed to work with scheduled enhancements to the federal courts' case opening and electronic case management system.

The court is still receiving filings using obsolete forms. Please make sure you are using the most current version of the forms, or a NODE may be issued. These can be found at: <http://www.nvb.uscourts.gov/rules-forms/forms/official-forms/>.

Please also review the additional form changes that will be effective on April 1, 2016 at: <http://www.nvb.uscourts.gov/news-rss/announcements/2016/0316-bankruptcy-forms-changes/>.



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/>

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.

STEPS TO MANUALLY OPEN A VOLUNTARY PETITION

Official Form B101/201, known as a “Voluntary Petition” must be filed by a debtor to begin a bankruptcy case.

Note: Steps 2-7 should be done immediately after opening.

In CM/ECF, click on Bankruptcy. Then click on the following Bankruptcy Events, answering the prompts that appear.

1. Open Voluntary BK Case (All Chapter 13 and 11 cases are opened as ASSET cases).
2. Creditor Maintenance ———> Upload list of creditors file.
3. 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.
4. Miscellaneous ———> Statement of Social Security Number(s).
5. Miscellaneous ———> Declaration re: Electronic Filing.
6. Miscellaneous ———> *select applicable Income Means Test events.*
7. For Individuals Only: Miscellaneous ———> Certificate of Credit Counseling.

The following applies to Chapter 13 cases only. Search for a Chapter 13 Plan Confirmation hearing (initial hearing only) date from the self-calendaring section on the court’s website, <http://www.nvb.uscourts.gov/calendars/self-calendaring-dates/>.

8. Plan ———> Chapter 13 Plan #1.
9. Notices ———> Confirmation Hearing.



COURTROOM UPGRADES

The courtroom technology update for courtrooms 1 and 2 in Las Vegas has been completed. The courtrooms have been upgraded with new technology and equipment, transitioning the courtrooms into high definition and digital audio.

When you approach the podium, please do not touch the microphones. Speak in a normal tone and not too close to the microphone. The recording device is very sensitive and can pick up conversations so please speak in whispered tones when the courtroom recording equipment is on. Please do not move the computer monitors on the counsel tables as they are placed for optimal visibility. If it is necessary to move the microphones on the counsel table, place them gently where needed.