

BANKRUPTCY BUGLE



NEW

ADMINISTRATIVE ORDER 2016-04 - INDIVIDUAL CHAPTER 11 DISCHARGES

Administrative Order 2016-04 goes into effect August 1, 2016. This administrative order modifies LR 3022.1. When a debtor files a motion for discharge, they must now file the Certificate of Compliance as an **exhibit** to the motion, and notice all creditors.

The Administrative Order can be found on the Court's website: <http://www.nvb.uscourts.gov/news-rss/announcements/2016/0708-admin-order/>.

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ONLINE ATTORNEY TRAINING

The Court now has online attorney training available at: <http://www.nvb.uscourts.gov/electronic-case-filing/training-registration/atty-training-modules/>.

Upon completion of the online training modules, you must complete the applicable registration form. The originally signed form must be mailed to the appropriate address listed on the last page of the form. Once the form is received and processed, an email containing the user's login and password will be sent to the party listed on the form.

You can also practice docketing using CM/ECF in the training database. To obtain a training database login and password, please email the Help Desk at helpdesk@nvb.uscourts.gov.

BANKRUPTCY COURT- HOUSE 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.

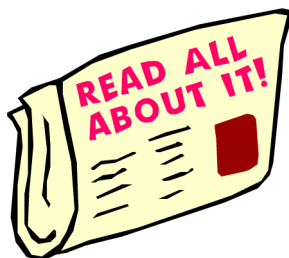
CHAT

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



AUTOMATED CLEARING HOUSE (ACH) IN CM/ECF

Effective July 1, 2016, electronic filers will be able to pay fees through the U.S. Treasury's on-line payment provider, Pay.gov, using Automated Clearing House (ACH). ACH is an electronic funds transfer system that permits payment of filing fees through a direct debit from your personal or business bank account. Be sure to check with your financial institution to insure your account allows you to make ACH transactions. In addition, Pay.gov will continue to accept payments through credit card transactions. With the addition of ACH, the payment screens will change. Below are screen shots that depict how the new payment screens will appear. If you have questions regarding this change, please contact the court at (866) 232-1266.

Automated Clearing House (ACH) - Direct Payment

The first payment screen (Option #1, see Figure 1) pertains to paying with your personal or business checking/savings account. If you are paying by credit card and not ACH, continue to scroll down to the second payment screen (Option #2, see Figure 2) which allows for payment by credit card (American Express, Discover, MasterCard or Visa). Always complete the fields with a red asterisk when selecting a payment type.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: *

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number: *

Routing Number	Account Number	Check Number
:0 26 94 6 7 8 3::	9 24 3 7 6 7 3 9 0	1 2 3 4

Payment Date: 04/25/2013

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: *

Billing Address: *

Billing Address 2:

City:

State / Province: *

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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.



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/>