

BANKRUPTCY BUGLE



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ORDER GUIDELINES

Follow the guidelines listed below when preparing and submitting Orders. Please be aware that orders may be rejected when not submitted in the proper format.

- Orders must be uploaded in PDF format **only**.
- You **MUST** leave a 3 inch margin of blank space at the TOP of the first page of your order. If the top margin is less than 3 inches, the order will not be processed.
- The **LAST LINE** of the last page of the order must have: **###** centered in the middle of the page to indicate the order is completed.
- Signatures of each party entering into an agreed order should be represented with /s/ followed by the typed name of the party. Example: /s/ Joe A. Attorney.
- Please **do not** include a line for the judge's signature or a line for the date.
- All orders prepared by legal counsel shall indicate the name of the law firm, name of the attorney responsible for the order, state bar number, mailing address and phone number for the firm and, if desired, the fax number and the e-mail address for the submitting attorney. This information shall be included at the top of the order on the left side.
- The fonts used with Adobe Acrobat must be Arial or Times New Roman (regular, **bold**, *italic*, **bold italic**, 12 pt). Other fonts will not process correctly through the court's noticing center. Text color must be black. Pages should be numbered.
- Orders should not contain any blank fields, with the exception of Orders on Shortened Time or Orders to Show Cause. Ensure that you include any actual continued hearing dates and/or objection deadlines in your order.
- When referencing your motion in the body of the order, ensure you are referring to the motion title and document number.
- You have the ability to check your order(s) in ECF by using the REPORTS > E-Order Reports > ORDER QUERY. If there is an issue with the order, please contact the appropriate Courtroom Deputy. Contact information can be found at <http://www.nvb.uscourts.gov/about-the-court/contact-information/>.
- Orders should be uploaded after the objection period has expired. Orders regarding motions requiring a hearing cannot be submitted until after the hearing. If moving party understands no hearing is required, an order should be submitted at the time the motion is filed. Agreed/stipulated orders may be uploaded after the stipulation has been filed.

NEW EVENTS FOR DISPUTED OWNERSHIP FUNDS

The Internal Revenue Service (IRS) identifies interpleader funds deposited under 28 U.S.C. § 1335 as “disputed ownership funds,” which are taxable entities with quarterly tax obligations. See: 26 C.F.R. § 1.468B-9 (Disputed ownership funds).

These are interpleaders that are deposited by a third party with no ownership interest in the funds. Effective March 1, 2017, parties must file these correctly in CM/ECF and use the correct events, including Motion for interpleader Deposit (28 U.S.C. Section 1335), Order Authorizing Interpleader Deposit (28 U.S.C. Section 1335), Motion for Interpleader Disbursement (28 U.S.C. Section 1335) and Order Authorizing Interpleader Disbursement (28 U.S.C. Section 1335). More information will be posted on the court’s website soon.

OFFICE CLOSURE

The U.S. Bankruptcy Court, District of Nevada offices will be **closed** on **Monday, February 20, 2017** in observance of **Presidents' Day**.

Regular business hours will resume on Tuesday, February 21, 2017.



NEW DISTRICT COURT GENERAL ORDER

The U.S. District Court General Order 2017-01 has issued a new General Order: In the matter of: Grounds Policies for Courthouses within the District of Nevada. This was posted at: <http://www.nvd.uscourts.gov/GeneralOrders.aspx>, and was effective February 1, 2017.

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 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.

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/>