BANKRUPTCY BUGLE

NEW ADMINISTRATIVE ORDER 2017-02

New Administrative Order 2017-02 went into effect **August 1, 2017.** This Order addresses chapter 13 dismissals and conversions.

A debtor must serve a voluntary notice of conversion or ex parte motion to dismiss on the assigned chapter 13 trustee.

If an assigned chapter 13 trustee or another party in interest seeks a conversion or dismissal of the chapter 13 case, they must file a motion, set the motion for court hearing, and serve the notice of the motion and hearing on all required parties required by LR 9014.

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.

COURTESY COPIES

All Nevada Bankruptcy judges require paper courtesy copies on matters with a hearing date and time.

Courtesy copies are required to be filed within 2 business days of the electronic filing or 1 business day if the matter is to be heard on shortened time. See LR 9014 (e)(2) for more information on courtesy copies.

Courtesy copies must also adhere to the local rules regarding form of papers. This includes single sided printing, and they must be on 8 1/2 by 11 inch paper. See LR 9004.

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, 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.

- If referencing exhibits in the order, the exhibits should be attached.

- You have the ability to check your order(s) in ECF by using the REPORTS > E-Order Reports > ORDER QUERY. If you received an email about 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.

Due to the volume of orders the Court processes daily, attorneys must follow the formatting guidelines for our orders program. If your office needs assistance formatting an order, contact the ECF help desk at (866) 232-1266.

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/