



BANKRUPTCY BUGLE



LOCAL RULE 9021 CERTIFICATIONS

When preparing the certification language required by [LR 9021\(c\)](#), please review all the choices carefully and pick the one that is most applicable. Many 9021 certifications indicate that the court waived the required certification when this is not correct. For example, if a motion was granted as unopposed because no party appeared at the hearing or filed an objection to the motion, there is an option for that in the certification language.

Unless the court orders otherwise, parties have 3 business days from receiving proposed orders to communicate their approval or disapproval to the transmitting counsel. For more information, please see [LR 9021](#).

OFFICE CLOSURES

The U.S. Bankruptcy Court, District of Nevada offices will be **closed** on **Monday, December 25** and **Monday, January 1st** in observance of the **Christmas and New Year's** 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](#).

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.

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

Inside This Issue

Local Rule 9021 Certifications	1
Office Closures	1
Courtesy Copies	1
Courthouse Hours	1
CHAT	1
PACER, CM/ECF, and Pay.gov	2
Searching for Events in CM/ECF	2
Order Reminders	2
Opening a Voluntary Petition	3
Contact Numbers	3



PACER, CM/ECF and PAY.GOV

PACER, ECF, and Pay.gov are three separate programs that work together to allow access to our court. Before calling the Help Desk, please determine which program is the one you need help with, if possible.

PACER is a public records system that is integrated with the federal judiciary's internal case management and electronic case files (CM/ECF) system. Users can view case and docket information through PACER. Filing of documents are done through the court's CM/ECF system.

Pay.gov is the way to make secure electronic payments to Federal Government Agencies, including to this court. PACER has the ability to store credit card information, but CM/ECF and Pay.Gov do not. If you need to change credit card information, you only need to contact PACER, <https://www.pacer.gov/billing/>.



SEARCHING FOR EVENTS IN CM/ECF

Looking for an event in CM/ECF and can't find it? You can search menus and events in CM/ECF. Just click on the search menu, and then type in the word(s) to search.

The screenshot shows a web browser window displaying the CM/ECF website. The address bar shows the URL: https://ecf.nvb.circ9.dcn/cgi-bin/Search.pl?3141592135-L_9999_1-1. The website has a blue header with navigation tabs: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. A red arrow points to the 'Search' tab, which is labeled with a red box containing the number '1'. Below the header, there are various utility links like 'Docket Sheet', 'Claims Register', 'List of Creditors', 'Deadlines/Hearings', 'Calendar Events', and 'Associated Cases'. The main content area shows search results for 'relief', with 7 events found. A 'Search Menus and Events' pop-up window is open, showing the search term 'relief' and a search button, labeled with a red box containing the number '2'. The search results are categorized into 'Bankruptcy Events → Motions/Applications' and 'Orders/Opinions → Other Orders', with specific links for 'Relief from Co-Debtor Stay', 'Relief from Stay', and 'Relief from Stay (Amended, Renewed)'.

ORDER REMINDERS

Order titles must state what is being granted or denied. Additionally, the language in the body of the order must explain exactly what is ordered, and accurately reflect the court's ruling. Failure to comply may result in the order being returned.

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-scheduling section on the court’s website, <http://www.nvb.uscourts.gov/calendars/self-scheduling-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/>