

BANKRUPTCY BUGLE



ORDER REMINDERS

All orders processed must reflect the debtor's name as entered on the court docket. If any part of the debtor's name is missing or does not **exactly** match the docket, the order will be returned.

The order must be corrected before it is sent to the judge for signature, even if the motion and notice were incorrect.

Order titles must also 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.

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JUDGE DAVIS NAME CHANGE TO JUDGE BABERO

Please be advised that effective immediately, Judge Laurel E. Davis legally changed her name to **Judge Laurel E. Babero**.

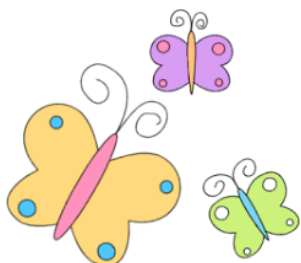
All existing cases in CM/ECF have been updated to reflect her name change and her new initials (LEB).

Please update your records and documents accordingly to reflect her new name.

If you have further questions, please contact the Help Desk at (888) 232-1266.

NOTICE OF NEW TRANSCRIPT DELIVERY CATEGORY

The judiciary has approved a new 3-day transcript delivery category, defined as "a transcript to be delivered within three (3) calendar days after receipt of an order," with rates of \$5.45 per page for original transcript, \$1.05 per first copy page, and \$0.75 per additional copy page to the same party.



USE OF OFFICIAL FORMS

Please remember to use the latest revised versions of the Official Forms. The Clerk's Office continues to see old versions filed. The most current forms can be found at: <http://www.uscourts.gov/forms/bankruptcy-forms>.

Failure to use the correct forms may result in a Notice of Docketing Error (NODE).

RESETTING YOUR CM/ECF PASSWORD

CM/ECF users now have the ability to reset your password at the login screen of CM/ECF. Simply click on the "forgot your password" link. Enter your primary email address associated with your CM/ECF account, type the verification code appearing in the box, and click submit. An email will be sent to you containing a link for changing your password. Please click on the link to change your password. Passwords must have:

- at least 8 characters
- uppercase and lowercase letters
- at least one digit.

If you do not see the email in your inbox or spam email approximately 10 minutes after your request, please contact the ECF Help Desk. If you have forgotten your email address and your login, you may send an email to the help desk at helpdesk@nvb.uscourts.gov. The CM/ECF account holder is the only one who can reset a password.



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

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, <https://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:

<https://www.nvb.uscourts.gov/about-the-court/contact-information/>