

# BANKRUPTCY BUGLE



## Inside This Issue

<b>Order Reminders</b>	<b>1</b>
<b>Reaffirmation Agreements</b>	<b>1</b>
<b>Federal Rule of Bankruptcy Procedure 5009(d)</b>	<b>2</b>
<b>New Administrative Orders</b>	<b>2</b>
<b>Email Subscription Address Change</b>	<b>2</b>
<b>CHAT</b>	<b>2</b>
<b>Courthouse Hours</b>	<b>2</b>
<b>Opening a Voluntary Petition</b>	<b>3</b>
<b>Contact Numbers</b>	<b>3</b>



## 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, including the titles, the order will be returned. Terminated parties should also remain in the caption.

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.



## REAFFIRMATION AGREEMENTS

The Clerk's Office has seen an increase in errors or incomplete filings with Reaffirmation Agreements filed with the court.

Please remember to use the latest revised versions of the Director Forms, without modifying these forms. The Clerk's Office continues to see obsolete versions of forms, or modified versions of the forms. All required parties must sign the form.

The most current forms can be found at: <http://www.uscourts.gov/forms/bankruptcy-forms>.

Failure to use the correct forms or fill them out correctly may result in a Notice of Docketing Error (NODE).

## **FEDERAL RULE OF BANKRUPTCY PROCEDURE 5009 (d)**

In 2017, FRBP 5009 (d) was amended so a debtor in a chapter 12 or 13 case may request an order declaring a secured lien has been satisfied and that the lien has been released under the terms of the confirmed plan. This allows the debtor to obtain a court order to record a discharge for a secured creditor's lien. To see the full text of the rule, please visit: [https://www.law.cornell.edu/rules/frbp/rule\\_5009](https://www.law.cornell.edu/rules/frbp/rule_5009).

**NEW**

### **NEW ADMINISTRATIVE ORDERS**

Two new Administrative Orders went into effect on October 1, 2018.

Administrative Order 2018-03 amends LR 4002. Subsection ( e) regarding wage orders was modified.

Administrative Order 2018-04 amends LR 3011.1(b), the unclaimed funds in a chapter 11 liquidating plan.



### **EMAIL SUBSCRIPTION ADDRESS CHANGE**

If you are a current subscriber to any of our email updates' categories listed at <https://www.nvb.uscourts.gov/email-updates/>, the email address you receive notifications changed in June, from **uscourts@service.govdelivery.com** to **uscourts@updates.uscourts.gov**. Our court's individual display name will remain the same, but the email address itself will change.

Our provider is making this change so you may feel confident the subscription emails are coming from the U.S. Courts and also to address IT and security issues.

In order to ensure you continue to receive your subscription e-mails and updates from our provider without interruption, please whitelist the [uscourts@updates.uscourts.gov](mailto:uscourts@updates.uscourts.gov) email address. Follow the instructions from your email provider to prevent these emails from being marked as "Spam or "Junk" mail.

### **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](http://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/>