

# BANKRUPTCY BUGLE



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## THIRD PARTY SERVICES AND ACCESS TO CASE INFORMATION AND DOCUMENTS THROUGH CM/ECF

The Administrative Office of the U.S. Courts has urged all courts to provide the following reminders to CM/ECF filers:

- CM/ECF filers should protect their CM/ECF filing credentials and PACER account credentials. CM/ECF filers are discouraged from listing third-party service providers as their secondary Notices of Electronic Filing recipients.
- Caution should be exercised when using third-party service providers and software to collect and organize case filings as doing so may result in granting inadvertent access to restricted documents. Third-party service providers may resell or publish documents they obtain using your credentials. You are urged to use caution in your computer security practices to ensure that sealed documents to which you have access are not disclosed.
- Fee-exempt PACER users should not share any documents they obtain from PACER under their exemption as such exemption applies only for limited purposes and any transfer of data obtained as a result of a fee exemption is prohibited unless expressly authorized by the court.

## CM/ECF EVENTS

It is very important to use the correct event in CM/ECF. For example, if your document is titled as an Objection, please do not use the Response event. The correct event in this case would be Objection. This ensures the item appears on the docket correctly, and it helps the court manage the case by setting or terminating a deadline or case flag, setting a hearing, linking correctly to a response, objection or notice, etc. Failure to use the correct event may result in a Notice of Docketing Error (NODE).

To locate the correct event, a **Search** option is available on the blue menu bar.

**SNABA**

## SAVE THE DATES - UPCOMING SNABA MEETINGS

- **April 4, 2019** - Happiness After Addiction. Kristine Modzelewksi and Kim Advent will present.
- **May 22, 2019** - This presentation will include some of the Bankruptcy Judges.

For more information on these events, please contact [snabacontact@gmail.com](mailto:snabacontact@gmail.com).

## SEALED DOCUMENTS

Under seal means that the document to be filed contains sensitive material that the filing party does not want made public, though it will officially be a part of the court record.

To file under seal, you must make a separate motion before you file the document you want sealed. To **file under seal**, docket a Motion to File Under Seal electronically (**Motions/ Applications > File Under Seal**), unless prohibited by law or the filing is exempt from electronic filing. This is different from the event used to seal a document already on the docket (**Motions/ Applications > Seal**). You must also submit over the counter a captioned cover sheet indicating that they are being submitted in camera, secured to the outside of a large manila envelope containing the original unredacted motion for an in camera review by the presiding Judge. Be sure the motion is clearly marked "UNREDACTED."

After the court has reviewed the in camera submission and approves the motion to file under seal, the order that was submitted by the moving party will be processed accordingly. The court order authorizing filing documents under seal will be filed electronically, unless prohibited by law.

Parties should [contact](#) the courtroom deputy for a time and location to meet and deliver in camera documents.

## 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/>