

# BANKRUPTCY BUGLE



## ONLINE ATTORNEY TRAINING

The Court has online attorney training available at: <http://www.nvb.uscourts.gov/electronic-case-filing/training-registration/atty-training-modules/>.

Upon completion of the online training modules, you must complete the applicable registration form. The originally signed form must be mailed to the appropriate address listed on the last page of the form. Once the form is received and processed, an email containing the user's login and password will be sent to the party listed on the form.

You can also practice docketing using CM/ECF in the training database. To obtain a training database login and password, please email the Help Desk at [helpdesk@nvb.uscourts.gov](mailto:helpdesk@nvb.uscourts.gov).

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## REMINDER REGARDING COMPLIANCE

### WITH LOCAL RULE 9037(b)

Per FRBP 9037(a), any electronic or paper filing made with the court that includes any of the following information, **MUST** be redacted prior to filing with the court. A party or nonparty making the filing may include only:

- SSN or Taxpayer ID (only last four (4) digits allowed)
- Minor's names (only initials allowed)
- Dates of birth (only year of birth allowed)
- Financial Account Numbers (Only last four (4) digits allowed)

**To redact sensitive information in a document already filed, you **MUST** file a Motion to Redact, as well as upload an order to redact for the Judge's signature. The order must have a redacted copy of the document attached. See [LR 9037\(b\)](#).**



## **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/>.



### **OFFICE CLOSURE—** **INDEPENDENCE DAY**

The U.S. Bankruptcy Court, District of Nevada offices will be closed on Thursday, July 4, 2019 and Friday, July 5, 2019 in observation of Independence Day. Regular business hours will resume on Monday, July 8, 2019.



## **ADVERSARY PROCEEDING SUMMONS**

Once an adversary proceeding is opened, the court issues the Adversary summons electronically. The e-filer must request the summons be issued in CM/ECF. Once a new Adversary Complaint has been opened, then docket Adversary > Complaint & Summons > Request to Issue Summons. At the prompt, choose the party or parties to receive the summons.

The court will assign the scheduling conference date and electronically issue the summons. Do not call the hearing line or get a date from the self-calendaring section. When issued, download the summons for service. Once served, docket **Summons Service Executed**.

### **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-scheduling section on the court’s website, <https://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:

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