

BANKRUPTCY BUGLE



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DEPOSIT OR DISBURSEMENT OF INTERPLEADER FUNDS IN THE COURT'S REGISTRY

In order to comply with IRS regulations, all courts must begin tracking "Disputed Ownership Funds" (DOF) for Interpleader Deposits pursuant to 28 U.S.C Section 1335. DOF is a fund established to hold money or property subject to conflicting claims of ownership and it is a taxable entity that requires tax administration. Pursuant to Administrative Order 2016-06, interpleader funds shall be deposited in the DOF established within the Court Registry Financial System (CRIS) and administered by the Administrative Office of the U.S. Courts. The Administrative Office shall be responsible for meeting all DOF tax administration requirements.

To facilitate the administration of DOF's by the Administrative Office the following e-filing motion events have been created in the Court's Electronic Case Management system (CM/ECF), and **MUST** be used when depositing and/or requesting disbursement of interpleader funds in the Court's Registry.

- Motion for Interpleader Deposit (28 U.S.C. Section 1335)
- Motion for Interpleader Disbursement (28 U.S.C. Section 1335)

OFFICE CLOSURE

The U.S. Bankruptcy Court, District of Nevada offices will be **closed** on **Monday, September 2, 2019**, in observance of **Labor Day**. Regular business hours will resume on **Tuesday, September 3, 2019**.



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 > Seal**), unless prohibited by law or the filing is exempt from electronic filing. 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.

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.

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/>