

BANKRUPTCY BUGLE



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OPERATIONS UPDATE FOR THE BANKRUPTCY COURT

The United States Bankruptcy Court for the District of Nevada is transitioning to Phase 2 of our Plan to Reopen the Court. Numerous measures have been taken by the Court to ensure the public's health and safety when visiting the Foley Federal Building and U.S. Courthouse and C. Clifton Young Federal Building and U.S. Courthouse. Signs are posted throughout the courthouses reminding the public of social distancing and washing hands regularly.

General Services Administrations (GSA) manages the courthouses and has their cleaning staff performing additional cleaning in the courthouses including additional cleaning in high target areas. Hands free sanitizer stations will be in each courtroom and the public intake area. The courtroom doors will be open when court is in session. This means the public cannot have conferences outside the courtroom doors without causing a disruption to the proceedings in the courtrooms. Signs have been posted for the areas where parties cannot have conferences.

A new administrative order will be posted to the Bankruptcy Court website before July 1, 2020. The court hearings will continue to be done using the AT&T phone conferencing lines. On a case by case basis, bankruptcy judges may require parties to appear in person for trials.

Each courtroom deputy will have personal protective equipment available to them. This is to ensure that the public as well as our staff are safe and that the mission of our Court goes uninterrupted. There are signs posted directing the public to **not** approach staff in the courtrooms. As responsible professionals, you will be required to maintain social distancing with other people in the courtrooms. There are limited face masks available to the public upon request with the courtroom deputy. Parties are encouraged to bring their own personal protective equipment to clean areas to ensure their safety.

The most updated information regarding the U.S. Bankruptcy Court, District of Nevada is available at <https://www.nvb.uscourts.gov/coronavirus/>.

U.S. TRUSTEE PROGRAM EXTENDS TELEPHONIC OR VIDEO SECTION 341 MEETINGS TO CASES FILED THROUGH OCTOBER 10, 2020

The U.S. Trustee Program is extending the requirement that section 341 meetings be conducted by telephone or video appearance to all cases filed through October 10, 2020. However, if the responsible U.S. Trustee or case trustee determines that an in-person examination of the debtor is required to ensure the completeness of the meeting or protection of estate property, the U.S. Trustee may approve the continuation of the section 341 meeting to an in-person meeting in a manner that complies with local public health guidance.



PROBLEMATIC PDF DOCUMENTS FILED IN THE COURT

Multiple problems accessing docketed PDFs have been reported where the PDFs are not printing or they are generating errors when opened from the docket. The issues stem from the document not being properly flattened (print to PDF) prior to uploading into CM/ECF. The **entire** PDF document must be flattened (see instructions below) **PRIOR** to filing it in CM/ECF.

To alleviate the problems with the PDFs, **do not use Save or Save As from the File menu when saving the PDF**. Instead, you must flatten (print to PDF) the PDF. This will ensure all parts of the PDF have been flattened and will help to avoid problems opening/printing PDFs from the docket.

Please follow the process below to flatten (print to PDF) a document PRIOR to filing it with the court.

Flatten (Print to PDF) Instructions

1. Ensure your document is complete. Open the document in Adobe Acrobat.
2. Select File from the application menu bar.
3. Select Print.
4. Change your printer to Adobe PDF. Click Print.
5. A Save PDF File As box will appear on your screen. Select the directory and folder, name your file and click Save.
6. You may now file the flattened PDF document in CM/ECF.

Note: The PDF file size limit is 35 MB. If you attempt to upload a document that exceeds the file size limitation, your filing may be rejected.

This information is available on our internet site at <https://www.nvb.uscourts.gov/electronic-case-filing/resources-documentation/procedures/pdf-document-preparation/>.

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/>

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.