

BANKRUPTCY BUGLE



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FEE APPLICATION COVER SHEET AND GUIDELINES

A reminder that on July 1, 2022, and pursuant to Local Rule 2016, the Court adopted [Guidelines for Applications for Compensation and Reimbursement of Expenses to Professionals](#). These Guidelines are applicable to all applications/motions for compensation and reimbursement for expenses.

All applications/motions must include the local form "[Fee Application Cover Sheet](#)" or the applications/motions will be issued a Notice Of Docketing Error (NODE). When the order is uploaded, it will not be processed if the "Fee Application Cover Sheet" is not attached to the application/motion.

If the cover sheet is incomplete, or the totals are incorrect, an amended cover sheet may be required before the order is processed.

Form of Order

The form of order submitted to the Court must specifically recite, in the final paragraph, the amounts awarded in fees and expenses, *and* the total compensation awarded. Failure to do so may result in the order being returned.

CHAPTER 13 PRESUMPTIVE FEE GUIDELINES

Pursuant to Local Rule 2016.2, the Court adopted presumptive attorney's fees for services provided by debtor's attorneys in chapter 13 cases.

The presumptive fee, including costs, is \$5,000.00 and may be awarded by the court through the confirmation order. To receive the presumptive fee, the attorney must certify that that the attorney has provided the services listed in the Guidelines in the case (or is willing to provide the services as applicable for no additional compensation).

Debtor's attorney **MUST** file the local form "Notice of Election to Accept the Presumptive Fee" at the same time the initial plan is filed.

For more information and FAQ's on the presumptive fees, please visit <https://www.nvb.uscourts.gov/rules-forms/rules/local-rules/presumptive-fees/index.html>.

TRANSCRIPTS

Only Court appointed transcript companies are authorized to create the official transcript of a court hearing. In 2007, the Judicial Conference approved the requirement that all transcripts are only available at the office of the Clerk of Court for inspection for a period of 90 days after it is delivered to the clerk. During this time, it is not available electronically. After the 90 days have passed, the transcript can then be made available to the general public through PACER. Authorized transcript companies are given a specific event to use in CM/ECF to meet the Judicial Conference requirements.

If an unauthorized transcript is docketed, an Order to Strike may be entered.

COMPENSATION ORDERS

The Clerk is required by Fed. R. Bankr. P. 2013 to maintain a public record listing fees awarded by the court. When attorneys file an order for employment under their name but the order or motion for compensation has their law firm's name, the accuracy of the fees report is compromised.

In order to be added to the docket, attorneys should file a Notice of Appearance for the firm. This will ensure that the correct party is picked when the compensation order is docketed, and the fees report will remain accurate.

NOTICE ABOUT THIRD PARTY SERVICES OR SOFTWARE

CM/ECF filers should be aware of the potential to inadvertently share restricted documents when using third-party services or software.

Sharing your PACER account credentials with a third-party service provider or designating that provider as a secondary recipient of a Notice of Electronic Filing or Notice of Docket Activity (NEF/NDA) will give it access to sealed or restricted case information and documents in violation of court order. You are urged to use caution in your computer security practices to ensure that sealed or restricted documents to which you have access are not disclosed.

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.

BANKRUPTCY COURT CONTACT NUMBERS

LAS VEGAS CLERK'S OFFICE:

(702) 527-7000

RENO CLERK'S OFFICE:

(775) 326-2100

Frequently called numbers and e-mail addresses are on the court's website under Court Information:
<https://www.nvb.uscourts.gov/about-the-court/contact-information/>