

BANKRUPTCY BUGLE



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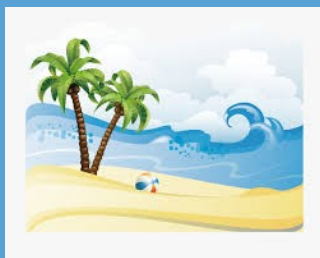
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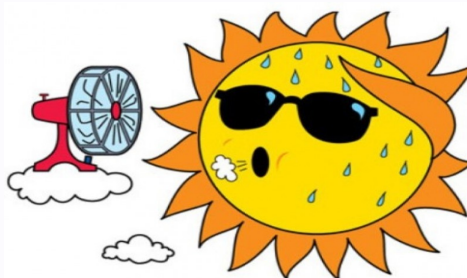
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AVAILABILITY OF CM/ECF TEST AND TRAIN ENVIRONMENTS

From **August 2, 2023 to October 31, 2023**, the Case Management/ Electronic Case Filing System (CM/ECF) for the United States Bankruptcy Court, District of Nevada TEST and TRAIN environments will be **unavailable due to maintenance**. A notice will be posted on the court's webpage when those environments return to normal operations.

Should you have any questions regarding this announcement, please call the ECF Help Desk at (866) 232-1266.



HOW TO DOCKET MULTIPLE MOTIONS

MULTIPLE MOTIONS are often being docketed under one event and the docket text is enhanced to encompass all relief types in the motion. This way is incorrect.

Each motion part needs to be docketed using a separate event. Example: You are docketing a Motion for Relief from Stay, or in the Alternative, Dismissal of Case. The **WRONG** way to docket is select Relief from Stay and enhance in the open text box to say Dismissal of Case.

The **CORRECT** way to docket is to select BOTH Relief from Stay AND Dismissal of Case from the menu (by selecting the first event, then holding down the CTRL key and highlighting the second event so they are both highlighted at the same time and both are reflected in the box to the right.)

Failure to docket these events properly may impact the calendaring of your motion(s), as well as any subsequent Order that will follow.

Be sure when picking multiple events you choose them in the same order as listed in the title. If you do not know how to docket a multiple motion, please call the ECF Help Desk at (866) 232-1266.

NEXTGEN CM/ECF REMINDERS

With the inception of NextGen CM/ECF on Nov 15th, 2021, shared accounts are no longer valid. Each individual attorney needs their own login and password for their e-filing account. If that attorney needs additional logins for staff members, the staff member would need to apply for a filing agent account on their own with their own PACER account and CM/ECF account. These types of accounts are included under the umbrella of the attorney account

ORDER TO WITHDRAW OR SUBSTITUTE AN ATTORNEY

The Clerk can only terminate the attorney in CM/ECF that has been employed or added to the case. An order terminating or substituting an attorney should reflect all attorneys at the firm by name, and not just the firm name.

PROTECTING YOUR CM/ECF CREDENTIALS

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

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 them 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.

To avoid inappropriate dissemination of restricted information, you should:

- Refer to your state's Bar Rules to determine whether it is inappropriate to include a third-party service's email address as a secondary notice recipient (i.e., a violation of confidentiality or other obligations);
- Be cautious using third-party services and software, and not use services or software that directly link to filers' PACER accounts in order to avoid inadvertently redistributing restricted documents; and
- Be mindful of who you list as secondary NEF/NDA recipients and ensure that third-party services cannot access restricted information and documents intended only for case participants.

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/>