

BANKRUPTCY BUGLE



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AMENDMENTS TO CERTAIN FEDERAL BANKRUPTCY RULES AND OFFICIAL FORMS EFFECTIVE DECEMBER 1, 2023

On December 1, 2023, amendments to the following Federal Rules of Bankruptcy Procedure (FRBP) went into effect:

- FRBP 3011 Unclaimed Funds in Cases Under Chapter 7, Subchapter V of Chapter 11, Chapter 12, and Chapter 13
- FRBP 8003 Appeals as of Right – How Taken; Docketing the Appeal
- FRBP 9006 Computing and Extending Time; Time for Motion Papers
- FRBP 9038 Bankruptcy Rules Emergency

In addition to the rule amendments, the following Official Forms were amended on December 1, 2023:

Official Form 410A Mortgage Proof of Claim Attachment
Official Form 417A Notice of Appeal and Statement of Election
[Local Form 1340](#) Application for Payment of Unclaimed Funds

For more information on these changes, visit [Current Rules of Practice & Procedure | United States Courts \(uscourts.gov\)](#).

FEE APPLICATION COVER SHEET AND GUIDELINES

A reminder that 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.

SCHEDULES AND STATEMENTS FILED AFTER INITIAL CASE OPENING

A reminder that if you include schedules and statements in one PDF after the initial case opening in CM/ECF, you need to select **all** the different events that are included in that PDF. Do not just pick “Schedules” from the event menu and/or fail to include the PDF in its entirety. In order to docket multiple events, you must select the first event, then hold down the CTRL key and click the additional events so they are all highlighted at the same time. Make sure each document attached is reflected correctly in the box to the right before you submit for docketing.

If you have any questions on how to docket, please call the ECF Help Desk at (866) 232-1266.

CM/ECF FILER ERROR ISSUE

Please be aware that [CM/ECF](#) may infrequently but erroneously reuse a single transaction ID for two unrelated case transactions. This may interfere with the proper docketing of a filing. When this happens, the CM/ECF filer sees an unusual message on screen that appears to indicate a filing has been accepted but reports two separate case numbers.

If users receive this unusual ECF message, they must check the docket sheet to confirm that the intended transaction was indeed docketed and resubmit the transaction if it does not appear on the docket sheet. For more information including a screen shot of the ECF message at issue, click [here](#).

HOLIDAY OFFICE CLOSURES

The U.S. Bankruptcy Court will be closed on the following days:

- Friday, December 22 and Monday, December 25 in observation of the Christmas holiday and
- Friday, December 29 and Monday, January 1 in observance of the New Year’s holiday.

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/>

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.

