

BANKRUPTCY BUGLE



REMINDER

CHAPTER 13 CERTIFICATE OF COMPLIANCE

Attorneys must serve the Chapter 13 Certificate of Compliance form on all creditors. A Certificate of Service must be filed with the Certificate of Compliance before a discharge can be entered by the court. If no objection is filed, the case may be discharged.

Please use a specific event when filing the certificate of service for the Certificate of Compliance in chapter 13 cases. This event can be found under Bankruptcy>Miscellaneous, and it is titled "Certificate of Service of Compliance (Ch 13 only)." **Do not use the generic certificate of service event.**

Using this event and filing the certificate of service separately will allow the system to automatically process and discharge the case in a timely manner if all other required documents have been filed. More information on chapter 13 cases can be found at the following link: [Local Rule 4007: Chapter 13 Discharge and Chapter 13 Closing Case | U.S. Bankruptcy Court, District of Nevada \(uscourts.gov\)](https://www.uscourts.gov/local-rules/4007).

CLERK'S ENTRY OF DEFAULT

Obtaining a default judgment is a multi-step process under Fed.R.Civ.P.55, incorporated by Fed. R. Bankr. P. 7055. The steps include: (1) obtaining an entry of default from the clerk; (2) filing a motion for entry of default judgment; and (3) submitting a proposed default judgment.

For the complete procedure to obtain a default judgment, visit the court's website at: <https://www.nvb.uscourts.gov/downloads/procedures/all-default-judgements.pdf>.

To obtain a Clerk's Entry of Default, take the following steps:

- (1) File a written request for the entry of a default. (Fed. R. Civ. P. 55(a); Fed. R. Bankr. P. 7055.)
- (2) File an affidavit in support of the request that proves the party against whom default is sought has failed to plead or otherwise defend. (Fed. R. Civ. P. 55(a); Fed. R. Bankr. P. 7055.)
- (3) Submit an "Entry of Default." The court clerk enters the default. (Local Form NVB 2600.)

If you have not filed the Request for Default before uploading the Entry of Default, the court will return the Entry of Default unsigned until the proper procedures have been completed.

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REQUEST A TRANSCRIPT

For Las Vegas and Reno cases, parties can request a paper [transcript](#) of a proceeding by following the procedure below.

1. Review the [Transcript Policy FAQ](#).
2. Complete the Transcript Request Form. (THIS FORM CANNOT BE COMPLETED AND SUBMITTED FROM WITHIN THE USER'S BROWSER. PLEASE DOWNLOAD THIS FORM TO YOUR LOCAL COMPUTER AND COMPLETE/SUBMIT USING A PDF APPLICATION LIKE ADOBE ACROBAT. FAILURE TO DO SO WILL RESULT IN THE TRANSCRIPT REQUEST FORM NOT SENDING.)
3. Print out the form and make sure the form is signed and dated. If ordered by a law firm, the attorney must sign. The form can be signed electronically if emailed.
4. Bring or mail your request to the Clerk's Las Vegas Office:

For Las Vegas and Reno Cases
U.S. Bankruptcy Court District of Nevada
Attn: Electronic Court Recording Department
300 Las Vegas Blvd. South
Las Vegas, NV 89101

or email the form to the following:

lvtranscripts@nvb.uscourts.gov
reno_court_services@nvb.uscourts.gov

OFFICE CLOSURE – FEBRUARY 19

The U.S. Bankruptcy Court, District of Nevada offices will be closed on Monday, February 19, 2024 in observance of Washington's Birthday. Regular business hours will resume on Tuesday, February 20th.

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.

