



BANKRUPTCY BUGLE

United States Bankruptcy Court
District of Nevada
www.nvb.uscourts.gov

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HAPPY NEW YEAR

SEARCHING FOR A PARTY IN CM/ECF

Please conduct a thorough search for the parties involved in your case to determine whether they are already in the CM/ECF system. Do not create a new party unless absolutely necessary.

To search, follow the steps below:

- Search for a party by Social Security Number, Last Name, Tax Identification Number, or Business Name.
- In the Last / Business Name field, enter two or more consecutive characters, then click [**Search**]. *Example: For the name "Anderson," entering "Ande" would work as a search parameter.*
- If your search finds no matches in the CM/ECF system, you will receive a message indicating the search produced no results, and no names will appear in the search results field. If this occurs, broaden the search parameters and try again.
- If a list of party names matching your criteria appears, click the name of the correct party to highlight it, then click the [**Select Party**] button.

If your search produces no results, you will need to create a new party. Use upper case when you input names and addresses in ECF, including business names. Use upper and lower case when enhancing docket text or pleading titles.



INDIVIDUAL JUDGE GUIDELINES

In addition to the Local Rules and district-wide guidelines, each judge provides specific procedural and courtroom guidelines.

Please review the individual judge guidelines available on the Guidelines page: <https://www.nvb.uscourts.gov/judges/guidelines/>.



PROHIBITION ON EX PARTE COMMUNICATIONS

"Ex parte" is a Latin phrase meaning "on one side only; by or for one party." An ex parte communication occurs when a party to a case or someone affiliated with a party, communicates with a judge without the knowledge of the other parties. For example, a letter sent only to the judge constitutes an ex parte communication because the other parties do not have access to it. By contrast, formal court filings do not constitute ex parte communications because all parties in the case can access and respond to them.

Except as otherwise permitted by applicable law, any examiner, any party in interest, and any attorney, accountant, or employee of a party in interest should refrain from ex parte meetings and communications with the Court concerning matters that affect a particular case or proceeding. See Federal Rule of Bankruptcy Procedure [9003](#) for more information.

If you have questions or are unsure about whom to contact, call the Help Desk at **866-232-1266** for assistance.

TRANSCRIPTS

Only Court-appointed transcript companies are authorized to create the official transcript of a court hearing. In 2007, the Judicial Conference approved a requirement that limits transcript inspection to the office of the Clerk of Court for 90 days after delivery to the Clerk. During this period, transcripts are not available electronically.

Unless the Court orders otherwise, after the 90-day inspection period ends, the public may access transcripts through PACER. To comply with the Judicial Conference requirements, the Court assigns authorized transcript companies a specific CM/ECF event to use when docketing transcripts.

The Court's Transcript Policy is available here: <https://www.nvb.uscourts.gov/downloads/forms/transcript-policy.pdf>.

If a party docketes an unauthorized transcript, the Court will enter an Order Striking Unauthorized Transcript.

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/>