



BANKRUPTCY BUGLE

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

MAY 2026

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AMENDING MOTIONS WITH FEES

The court has added a new question to the Motion to Reopen docketing events, removing the need to use a workaround event to avoid duplicate filing fees. The event will first ask whether the motion is amended. If you select "Yes," it will ask again, and the system will then prompt you to link to the original motion to reopen that you are amending. No additional filing fee will be incurred.

The following events are now in CM/ECF and will prompt the filer to confirm whether the motion is an amendment:

- Reopen Chapter 7 Case
- Reopen Chapter 9 Case
- Reopen Chapter 11 Case
- Reopen Chapter 12 Case
- Reopen Chapter 13 Case
- Reopen Chapter 15 Case
- Reopen Chapter 7 Case for the Issuance of a Discharge
- Reopen Chapter 7 Case/Reappoint Trustee

Other Amended Money Matters:

For an amended Motion for Relief from Stay, continue to use: Bankruptcy > Motions/Applications > Relief from Stay (Amended, Renewed).

For all other amended motions requiring a fee, the existing procedure remains in place — use the Miscellaneous Application event and type the exact title of your pleading in the Modify Docket Text screen.

Selecting the standard (non-amended) event for any fee-required motion will trigger a second filing fee. If this occurs, submit a Motion to Refund a Duplicate Filing Fee for the court's review.

NOTICE OF REMOVAL

A Notice of Removal is treated as a new Adversary in CM/ECF, and must be opened as such. It should not be docketed under "Notice" or enhanced to say "Removal."

To open a new Adversary, under Adversary > Open an Adversary Proceeding > select "n" from the complaint drop-down box and continue opening the new Removal.



CREDITOR MATRIX GUIDELINES

A creditor matrix contains each creditor's name and mailing address. This information is used for noticing and claims information. Follow the guidelines below when creating the matrix. This ensures our scanners can properly read the matrix.

Required Formatting:

- Use ALL CAPS when typing.
- Use standard typeface or print style: Courier.
Note: Other typefaces may be compatible with our system, but Courier is the only typeface that has been tested.
- Enter the list of creditors using only one column per page.
- Each creditor address block must be separated by at least one blank line.
- Type each record containing name and address in no more than 5 lines. If a record is more than 5 lines, the 6th line will be combined with line 5 and the 7th or 8th lines will be truncated.
- Left justify each record.
- City, state, and ZIP code must be on the last line.
- Type nine digit ZIP codes with a hyphen separating the two groups of digits. (e.g. 89101-5811)
- Each line should contain no more than 40 characters including blanks.
- Type states as a two-letter abbreviation. (e.g. NV, CA, WA)
- Lists must be typed so that letters are no closer than one-half (1/2) inch from any edge of the paper.

For more information on how to create a creditor matrix, see: <https://www.nvb.uscourts.gov/electronic-case-filing/resources-documentation/procedures/creditor-matrix/>.

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/>