

# UNITED STATES BANKRUPTCY COURT DISTRICT OF NEVADA

## CM/ECF RELEASE 5.1 HIGHLIGHTS FOR TRUSTEE USERS

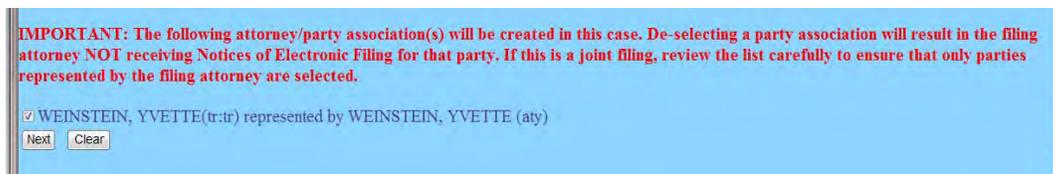
### *Introduction*

This document summarizes the changes you will encounter as a Trustee when CM/ECF has been updated to Release 5.1.

#### ***Attorney and Party Association***

- Checkbox for the association of an attorney and party they represent is checked by default.
- As a Trustee you will want to be sure and uncheck this box so you are not added as representing yourself.

**Note:** If your firm is representing you and using the attorney login and password you would want to make sure the box remains checked.



#### ***Adversary Batch Order Upload***

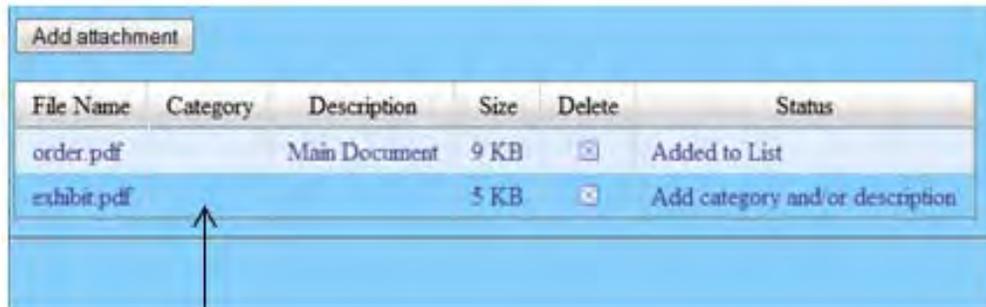
- Trustee's will no longer have access to Batch Order Upload under the Adversary tab.

#### ***Bankruptcy Batch Order Upload***

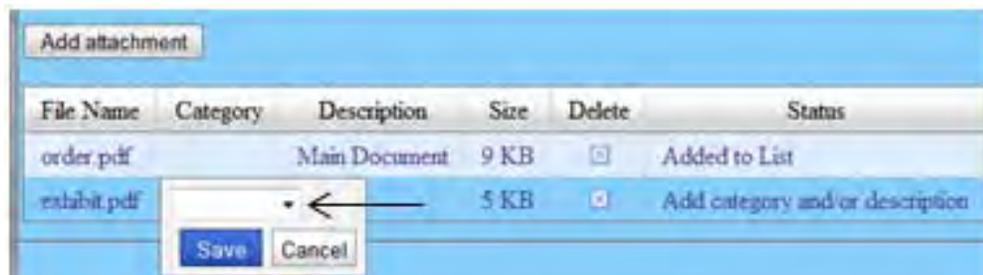
- Under the Bankruptcy Batch Order Upload you now have the option to add attachments.

- Once you add your main document you can select Add attachments. After you browse for your attachment the below screen will appear.

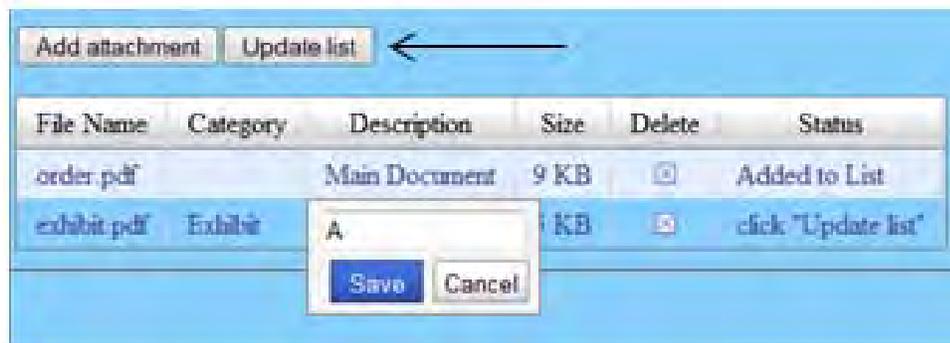
**Note:** If using **Internet Explorer**, the words “Add Attachment” will not appear as on the following screen shot.



- Click in the blank box of your attachment under Category, the below box will appear.



- Click on the arrow for a list of selections, make your selections and save.
- Then click in the blank box of your attachment under Description. The below box will appear for you to enter the description of your attachment.
- Then select Update list.



- If you have additional attachments you can select Add attachment and repeat above. You will complete this process for each case.

- If you do not have any additional attachments select Next to complete upload.

## ***Cases Report***

- Reopened, Transferred and Split dates have been added to the Date Type field.
- Type of Debtor, Nature of Debt, Nature of Business and County have been added as search criteria when clicking on the hyperlink "Show More Options".
- One can search for cases without a confirmed plan. The 31 day range limit does not apply to this search.
- If Data only is selected in Output Format, the attorney information for the parties will be listed in the Attorney last name field. This information will display as a WordPad document.
- For parties without an attorney, the text "Pro se" is displayed instead of the attorney name. This information will display as a WordPad document.
- A new format option, "Include field descriptions," has been added for use when the Data only format is selected. This information will display as a WordPad document.

## ***Query***

- New query options have been added:
  - Filed Date range
  - Last Entry Date range
  - Nature of Suit
- Filed Date and Last Entry Date range is limited to 31 days. An error message will display if the range entered exceeds the limit.
- If multiple Nature of Suits are selected for a query, a message will display indicating the search could produce many records and lead to a large billing charge.

**Query**

[Mobile Query](#)

**Search Clues**

Case Number

Last / Business Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

SSN / ITIN  Tax ID / EIN

Type   Open cases  Closed cases

Filed Date  to

Last Entry Date  to

Nature of Suit (AP and MP cases only)

- 01 (Determination of removed claim or cause)
- 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy))
- 11 (Recovery of money/property - 542 turnover of property)
- 12 (Recovery of money/property - 547 preference)

## Mobile Query

- Compatible with smart phones, BlackBerrys and other PDAs that can access web applications.
- Designed to work on any browser that can support basic HTML.
- Can search by case number, party name or key word(s) in docket text within a case.
- Link to mobile query within CM/ECF application.
- Standard PACER fees apply.

**Query**

[Mobile Query](#)

**Search Clues**

Case Number

Last / Business Name  (Examples: Desoto, Des\*t)

First Name  Middle Name

SSN / ITIN  Tax ID / EIN

Type   Open cases  Closed cases

Filed Date  to

Last Entry Date  to

Nature of Suit (AP and MP cases only)

- 01 (Determination of removed claim or cause)
- 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy))
- 11 (Recovery of money/property - 542 turnover of property)
- 12 (Recovery of money/property - 547 preference)

## Creditor Mailing Matrix

- The Mailings category under the Utilities > Miscellaneous menu have changed.
- The Creditor Mailing Matrix has been changed to the **List of Creditors**.

## PACER Links in CM/ECF

- Two new menu selections, Links to Other Courts and Pacer Case Locator (National Index) are available under Utilities.
- You won't have to leave your CM/ECF session to access another court in PACER or to use the PACER Case Locator.

## Assignment/Transfer of Claims

- Effective May 1, 2013, a filing fee of \$25 (per claim transferred) will be assessed for an Assignment/Transfer of Claim.
- The docket text will reflect the \$25 fee, or if multiple claims are being transferred, the system will multiply the fee.
- A transfer of claim filed by a Claims Agent will show on the docket only.

## Claims Summary Report

The screenshot shows the 'Claims Register' form with the following fields and options:

- Case number: 00-00000
- Find This Case button
- Creditor type: dropdown menu with options 'Creditor' and 'Administrative'
- Creditor number: text input field
- Creditor name: text input field
- Claim number: text input field followed by 'to' and another text input field
- View multiple documents: checkbox (unchecked)
- Filed: radio button selected, date range 12/3/2012 to 12/7/2012
- Entered: radio button unselected
- Sort by: dropdown menu with options 'Claim Number' and 'Filed Date'
- View claims summary report: checkbox (checked) and highlighted with a red box
- Run Report button
- Clear button

- Added to the Claims Register.
- Claims Summary Report box produces a condensed list of claims.
- Hovering your cursor over the amount claimed will display a breakdown of the claim amounts.
- Click the creditor name to view claimant address or transfer information.
- Clicking the column header Claim #, Date Filed or Creditor Name will sort the report.

## ***Claims Register View Multiple Documents***

**Claims Register**

Case number

Creditor type

Creditor name

Claim number  to   View multiple documents

Filed

Entered

Sort by

View claims summary report

- You can view multiple documents from the Claims Register in one PDF file. This will allow you to generate selected PDF claims with any related attachments in one PDF document.
- A checkbox will be located next to each claim, attachment or related proceeding.
- Each PDF selected will be combined into one large file.

## ***Docket Enhancements***

U.S. Bankruptcy Court  
District of Nevada (Las Vegas)  
Bankruptcy Petition #: 12-70288-bam

*Date filed:* 11/15/2012  
*341 meeting:* 12/11/2012  
*Deadline for filing claims:* 03/11/2013  
*Deadline for objecting to discharge:* 12/12/2012

*Assigned to:* Bruce A. Markell  
Chapter 7  
Voluntary  
Asset  
[Show Associated Cases](#)  
[Claims Register](#)

- The following additional dates and deadlines will display at the top of the docket:
  - 341 meeting.
  - Deadline for filing claims.
  - Deadline for objecting to discharge.
  - Plan confirmed date.
- The most recent deadline will display whether or not it is terminated.
- A link to the Claims Register appears whenever a case has claims filed.