

# UNITED STATES BANKRUPTCY COURT DISTRICT OF NEVADA



## **CM/ECF RELEASE NOTES for VERSION 3.2. and VERSION 3.3**

### CONVERSION SCHEDULE

The Case Management/Electronic Case Filing System (CM/ECF) for the United States Bankruptcy Court, District of Nevada will be unavailable as follows:

On Saturday, February 14 at 7:00 am and continuing until approximately 12:00 noon on Tuesday, February 17. The upgrade of CM/ECF to Version 3.3.1 will be performed during this time. In the event the upgrade concludes sooner than expected, we will notify you.

**YOU WILL NOT BE ABLE TO ELECTRONICALLY FILE ANY DOCUMENTS DURING THESE TIMES.**

Please have your last e-filing transaction and payment completed by 6:55 am on Saturday, February 14.

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEVADA**

**CM/ECF  
Release 3.2**

**Highlights**

- Acceptable Browsers
- Search Feature
- Case Number Lookup
- PDF Footers
- Event Search
- View Multiple Documents
- Transcripts
- Create Appendix
- Show Associated Cases
- Notice of Electronic E-Filing (NEF)
- Claims Docketing
- Reduced Paper Module

**CM/ECF  
Release 3.3**

**Highlights**

- Query
- Joint Debtor Disposition

Version 3.2 will work with either Firefox 2.0 or Internet Explorer 6.0 and 7.0.

## CM/ECF Filer or PACER Login

### Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

### Instructions for viewing filed documents and case information:

If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

### Instructions for filing:

Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
Client code:	<input type="text"/>
<input type="button" value="Login"/>	<input type="button" value="Clear"/>

### Notice

An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

*CM/ECF has been tested and works correctly with Firefox 2.0, Internet Explorer 6.0 and 7.0.  
NO OTHER BROWSERS ARE SUPPORTED.*

When docketing, the e-filer may use the search feature to locate a specific event. After entering each letter the list will change to reflect the word(s) that closely matches the criteria given. Also, a list of events already selected can be reviewed when docketing a multi-part motion.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion**

09-70013-LBR MENO SCRUBS Converted 01/30/2009

Type: bk Chapter: 13 v Office: 2 (Las Vegas)  
Assets: y Judge: LBR Case Flag: DebtEd, BAPCPA, MEANSNO, PlnDue, APPEAL

Click your selection, or use arrows to highlight it and press Enter. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Abstention Under Section 305	Relief from Stay
Access Tax Information	Adequate Protection
Accounting	
<b>Adequate Protection</b>	
Adjudicate Lien	
Administrative Claim/Expenses	
Allow Claims or Interests	
Allow Proceedings After Stay Has Been Lifted or Modified	
Amend	
Annul the Stay	
Appear Pro Hac Vice	
Appoint Examiner	
Appoint Trustee	
Appointment of Consumer Privacy Ombudsman	
Approval of Procedures	

When searching for a case using the Docket Sheet window, a new **[Find This Case]** selection located next to the case number window can be used. Adding a few numbers in the text box will activate this button. **Find This Case** can be used to find case(s) that closely match the criteria that has been entered.

The screenshot shows the CM/ECF Docket Sheet search interface. At the top, there is a navigation bar with the following items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Docket Sheet".

The main search area contains the following elements:

- Case number:** A text input field containing "07-70018" and a "Find This Case" button to its right.
- Filed/Entered:** Radio buttons for "Filed" and "Entered". The "Filed" option is selected. To the right of each radio button is a text input field, followed by a "to" label and another text input field.
- Documents:** A label "Documents" followed by a text input field, a "to" label, and another text input field.
- Include:** A section with two checkboxes: "Terminated parties" (checked) and "Links to Notices of Electronic Filing" (unchecked).
- Document options:** A section with three checkboxes: "Include headers when displaying PDF documents" (checked), "View multiple documents" (unchecked), and "Create Appendix" (unchecked).
- Format:** A section with two radio buttons: "HTML" (selected) and "Text" (unselected).
- Sort by:** A dropdown menu currently set to "Oldest date first".
- Buttons:** "Run Report" and "Clear" buttons at the bottom of the search area.

Currently the pdf header reflects the Case Number, Judge, Document Number, File Date and Number of Pages.

Form B06 (10/05)

In re Christian Voss Debtor

Case No. 05-28139 (If known)

Case: 05-28139-lbr Doc#: 19 Filed: 03/10/2006 Page: 2 of 3

**SCHEDULE F- CREDITORS HOLDING UNSECURED NONPRIORITY CLAIMS**

In Version 3.2 the information will now be a footer, and is configured to appear at the bottom of the document. Also, the information reflected will include the date and time the document was docketed.

Located on the blue tool bar, the search feature can be used to locate a specific item. Clicking on this heading will bring down a window. Typing in a few letters and clicking on the magnifying glass icon within that window will result in a list of highlighted menu items. Clicking on one of the items will take the user directly to any related report or event.

The screenshot shows the CM/ECF web interface. At the top, a dark blue navigation bar contains the CM/ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search (highlighted with a red box), and Logout. Below the navigation bar, a search window titled "Search Menus and Events" is open, showing the search term "dismissal" and a magnifying glass icon. The main content area has a light blue background and displays the search results for "dismissal". The results are organized into three categories: Adversary Events, Bankruptcy Events, and Bankruptcy Events. Each category lists specific events with the word "Dismissal" highlighted in yellow. The search results are as follows:

- Adversary Events → Notices**
  - [Dismissal \(case\)](#)
  - [Dismissal \(one party\)](#)
  - [Stipulated Dismissal \(case\)](#)
  - [Stipulated Dismissal \(one party\)](#)
- Bankruptcy Events → Motions/Applications**
  - [Reconsider Dismissal of Case](#)
- Bankruptcy Events → Notices**
  - [Voluntary Dismissal \(Chapter 13 only\)](#)

View multiple documents allows the user to view or download a set of selected images as one file.

**Note:** Users should be aware that the total file size of 6 mg is set as the limit in the District of Nevada. Therefore, if the selected pdf images exceed the limit, the user will need to adjust the selections to comply with the file size limit.

PACER charges will apply.

1. On the **Docket Sheet**
  - a. Enter **Case number** > Select **View multiple documents** under **Document options** (Fig 1).

The screenshot shows the CM/ECF Docket Sheet interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the 'Docket Sheet' title is displayed. The main area contains several input fields and checkboxes. The 'Case number' field is populated with '07-70018' and has a 'Find This Case' button next to it. There are radio buttons for 'Filed' and 'Entered', each followed by a date range selector. Below these are 'Documents' date range selectors. Under the 'Include:' section, there are checkboxes for 'Terminated parties' (checked), 'Links to Notices of Electronic Filing' (unchecked), and 'Document options:'. The 'Document options' section includes 'Include headers when displaying PDF documents' (checked), 'View multiple documents' (checked and highlighted with a red box), and 'Create Appendix' (unchecked). At the bottom, there is a 'Sort by' dropdown menu set to 'Oldest date first' and two buttons: 'Run Report' and 'Clear'.

Fig 1

- b. Click [**Run Report**].
2. The docket will reflect with an extra column entitled **clear** next to the entries that have pdf attachments (Fig 2).



Filing Date	#	clear	Docket Text
01/10/2007	<u>1</u>	<input type="checkbox"/>	Chapter 7 Voluntary Petition. Fee Amount \$299. Filed by ERIC J. VAN on behalf of FRANK W. DEBTOR. (VAN, ERIC) (Entered: 01/10/2007)

Fig 2

Click each applicable box to select the image and click either **[View Selected]** or **[Download Selected]**.

3. If **View Selected** is chosen, the selected images will appear as one pdf.

**Note:** The time frame for downloads may take longer depending on how many selections are made and the size of each pdf within that selection.

4. If **Download Selected** is chosen, it will produce a compressed file (.zip) that can be saved to a disk.
5. PACER users will get a billing receipt before the files are displayed or downloaded.

When a transcript is filed with the court, electronic access to it will be restricted to ninety (90) days from the date of filing. During this period, if a party wishes to view the transcript, it can be done in two (2) ways.

- 1) The party can view the transcript at the public terminals in the clerk's office.
- 2) The party can purchase a copy from the transcriber and if the party is an e-filer can have the restriction lifted for electronic viewing through PACER access.

A party wishing to redact any personal information must make a request for redaction within twenty one (21) days from the date the transcript is filed. The request must be filed with the court and forwarded to the transcriber. A sample Request for Redaction is available on our website. Per Rule 9037(a), personal information is defined as:

- SSN or Taxpayer ID (only last four (4) digits allowed)
- Minor's names (only initials allowed)
- Dates of birth (only year of birth allowed)
- Financial Account Numbers (Only last four (4) digits allowed)

Any other redactions must be made by separate motion.

If redactions are made, the transcriber will file a redacted transcript with the court. A redacted transcript must be filed within thirty one (31) days of the transcript file date and will be restricted for the same ninety (90) days as the original transcript.

At the expiration of the ninety (90) days, if there are no redactions, the restriction will be removed on the original transcript. If a redacted transcript is filed, the restriction for electronic access will be lifted on the redacted transcript only.

Create appendix will allow the external user to compile several pdf documents into one file.

**Note:** PACER charges will apply.

1. On the **Docket Sheet**
  - a. Enter **Case number** > Select **Create Appendix** under **Document options** (Fig 1).

<b>Include:</b> <input checked="" type="checkbox"/> Terminated parties <input type="checkbox"/> Links to Notices of Electronic Filing	<b>Document options:</b> <input type="checkbox"/> Include headers when displaying PDF documents <input type="checkbox"/> View multiple documents <input type="checkbox"/> <b>Create Appendix</b>
	<b>Format:</b> <input checked="" type="radio"/> HTML <input type="radio"/> Text

Fig 1

- b. Click **[Run Report]**.
2. The docket will reflect with an extra column entitled **clear** next to the entries that display pdf images (Fig 2).

Filing Date	#	clear	Docket Text
01/10/2007	<u>1</u>	<input type="checkbox"/>	Chapter 7 Voluntary Petition. Fee Amount \$299. Filed by ERIC J. VAN on behalf of FRANK W. DEBTOR. (VAN, ERIC) (Entered: 01/10/2007)

Fig 2

Click each applicable box to select an image and click [**View Selected**].

3. The resulting file will reflect the docket sheet and all of the selections made.

**Note:** The time frame for downloads may take longer depending on how many selections are made and the size of each pdf within that selection.

Users have the ability to view any related case(s) directly from the Docket Sheet of the main bankruptcy case.

**DOCKET SHEET:**

U.S. Bankruptcy Court  
District of Nevada (Las Vegas)  
Bankruptcy Petition #: 09-70013-LBR

*Date filed:* 01/27/2009  
*Date converted:* 01/30/2009

Assigned to: Linda B. Riegle  
Chapter 13  
Previous chapter 7  
Voluntary  
Asset

[Show Associated Cases](#)

This screen will indicate the case number(s) and status of any related case(s).

09-70013-LBR MENO SCRUBS  
Case type: bk Chapter: 13 Asset: Yes Vol: v Judge: Linda B. Riegle  
Date filed: 01/27/2009 Date of last filing: 02/10/2009

**Associated Cases**

Case	Associated Case	Type
09-70013-LBR MENO SCRUBS	09-07013-LBR LISOWSKI v. SCRUBS (closed)	Adversary

**NOTICE OF ELECTRONIC FILING  
(NEF)**

**FEB 2009**

The Notice of Electronic Filing (NEF) currently reflects brief language that addresses reviewing the document and downloading the same to avoid charges.

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\*** You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

In Version 3.2 the language will be enhanced to include the policy of the Judicial Conference of the United States as to certain parties receiving a free copy, PACER fees for others and paying for transcripts.

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.

**Note:** In **Version 3.3**, the NEF will display the party being represented along with the attorney's e-mail address.

**08-10108 Notice will be electronically mailed to:**

**Julian Mayfair**

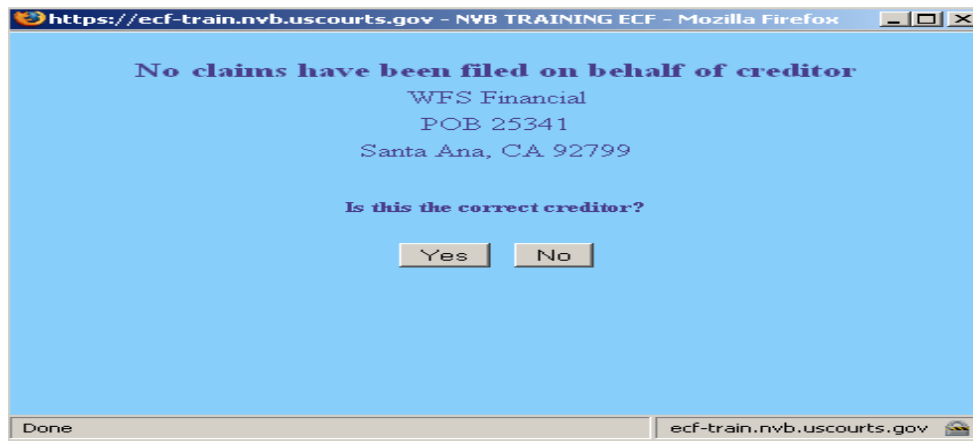
**kate\_malin@aotx.uscourts.gov**

**Dayne Tracy on behalf of Counter-Claimant Xenon Black**

**Dayne.Tracy@lawoffice.com**

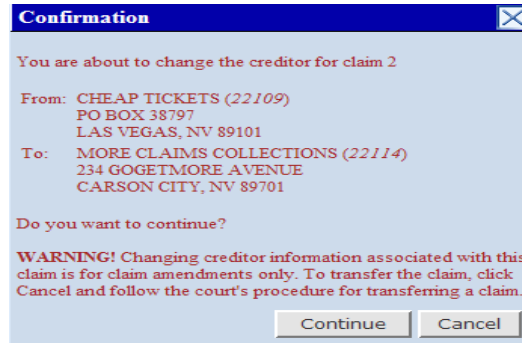
Changes to Claims Docketing

1. 'Select Creditor'
  - a. When searching for the creditor, as you hold the cursor over the name of each of the creditors listed in the drop down window, it will indicate if the creditor has filed a claim in the case or not.
  - b. When filing an initial claim, once you have chosen the correct creditor's name, a pop-up screen will appear and say that no claim has been filed by them, and ask if you have chosen the correct creditor. Chose 'Yes' or 'No' correctly.



- c. If you choose 'Yes' the claim information screen will appear. If you choose 'No', the pop-up will disappear and the drop-down list will blank out to choose another creditor.
2. If no creditors have been added to the case, a message will appear in the 'Select a Creditor for Claim' screen
  - a. You may add creditors through the 'Add Creditor' hyperlink.
  - b. Click on the 'File a Proof of Claim' hyperlink to return to the Search for Creditor screen to continue.
3. Amending claims.
  - a. Any creditor name from the drop down list may be chosen for an amended claim.
  - b. The 'Find' button next to the 'Amended Claim #' field will allow a pop-up screen of all creditors who have filed claims on the case.

- i. By clicking on the column headings the information will re-sort by the column information
  - ii. By holding the cursor over a creditors name, or claim #, it will show the creditor's address.
- c. If you choose a creditor's name from this list that is different than the one selected from the search screen you will see a confirmation screen requesting that you confirm that you are going to change the creditor information for that previously filed claim.



- d. The correct claim number is added to the Proof of Claim screen with the previous claim amounts, but you will see that the claim name has been changed to the name you selected.
- Note:** This procedure is never used for a transfer of claim.
- e. New options have been added at the bottom of the screen that allow you to clear the values, and enter only the amended amounts.





We will introduce the Reduced Paper Module in Version 3.2. This means that when an e-filing party receives BNC notice of a document, instead of receiving a paper copy through the mail, the party will receive only electronic notification, i.e., e-mail or fax. The e-mail address will come from the e-filer's ECF user account. Therefore, it is important that e-filers maintain a current and valid e-mail address in their ECF account.

The following documents\* will always be sent through the BNC in paper:

\*341 Meeting of Creditors

\*Order of Discharge (all types, to include hardship discharges)

This would include any variations, such as amended. These documents contain the SSN/ITIN information that is not reflected when they are noticed electronically. Therefore, all parties will always receive a paper copy from BNC.

A Request for Separate Notice is addressed in Version 3.3. Regarding joint debtors who reside at the same address, there will only be one paper notice sent, with both debtor's names appearing on the document, unless one of the joint debtors has filed a Request for Separate Notice. In this instance two notices will be sent to the same address.

# QUERY

FEB 2009

CM/ECF  
Release 3.3

The user may now query cases by the open or closed disposition of the case.

To run a report on all open or closed cases, simply choose the appropriate box and select Run Query.

The screenshot shows the CM/ECF Query interface. At the top, there is a navigation bar with the following links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the word "Query" is displayed in a large blue font. The main content area is a light blue background. On the left side, there is a yellow box titled "Search Clues" containing several input fields: "Case Number", "Last / Business Name" (with examples: Desoto, Des\*t), "First Name", "Middle Name", "SSN / ITIN", and "Tax ID / EIN". Below these fields is a "Type" dropdown menu. To the right of the dropdown menu, there are two checkboxes: "Open cases" and "Closed cases", both of which are currently unchecked. A red rectangle highlights these two checkboxes. At the bottom of the yellow box, there are two buttons: "Run Query" and "Clear".

Currently only one disposition shows on a case, such as Discharge Date, Dismissal Date or Closing Date. With the changes in Version 3.3 the dispositions of both debtors will be found on the docket sheet. If they differ. If one party is discharged and the other party is dismissed, this information will be available at a glance. The dates and which debtor it relates to will be available to view.

There will be new fields for Dismissal Orders and Discharge Orders.