

THE BANKRUPTCY BUGLE

A CM-ECF Information Newsletter -
Sponsored by *The United States*
Bankruptcy Court - District of
Nevada



HELP DESK: 1-866-232-1266

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PASSWORD PROTECTION

In every issue of the BUGLE we try to stress the importance of changing your CM/ECF password on a regular basis. It is a good idea to make a habit of changing it at least once a month or so, but especially each time an employee leaves your firm.

Remember, an attorney is responsible for **everything** that is e-filed using their ECF login and password - this includes financial responsibility for each fee associated document that is electronically filed.

FILING A NEW PETITION WITH **NO** FEES



If you are filing a petition intending to ask the Court to waive the filing fees or pay in installments, please do not open the new petition in CM/ECF. File it **OVER THE COUNTER**. You will not need to file a Motion for Permission to File in Paper Format in this instance. All remaining filing you do regarding the new case should be done in CM/ECF. In other words, the Court will open your petition, and you will then proceed to e-file the remaining required

documents, such as the Means Test; Statement of Social Security Number; Certificate of Credit Counseling, etc., as well as the Application to Waive the Filing Fees.

RENO COURTESY COPIES

For those attorneys who practice in both Nevada divisions, please note - ALL courtesy copies that pertain to RENO cases should be mailed or delivered directly to the Reno Court.



CHANGING OF THE GUARD

Big events have taken place in the Nevada Bankruptcy Court recently. After nearly 37 years with the Court, the majority spent serving as the Clerk of the Court, Patricia Gray has retired. Pat leaves behind a legacy of positive, competent leadership that spanned the decades. She is a wonderful woman, full of grace and compassion, and just about the best boss anyone could ever have. We will miss her and wish her all the best for a long and happy retirement!

Fortunately, for us, we have someone more than capable of filling Pat's formidable

shoes! We would like to introduce and welcome our new Clerk, Mary Schott.

Mary began her career at the Bankruptcy Court in March of 1987, as the primary Electronic Court Recorder for Judge Clive Jones, as well as assisting in other areas of the Court. In 1988, Mary was appointed Assistant Financial Deputy/Case Administrator. By 1993, Mary became the Financial Specialist and Budget Analyst for the Court. Mary holds a Bachelor's Degree in Business Administration from the University of Nevada, Las Vegas.

Mary lives with her husband, Gary, and their little webbed "family" Max and Soni (adopted desert tortoises!). Mary is one of those rare breeds - a native Nevadan born and raised in Las Vegas!

We look forward to many long, happy and successful years under Mary's watch. She is an innovative, progressive, hands-on leader, full of fresh ideas and new perspectives that will take our Court into the next decade and beyond!

UPLOADING E-ORDERS



The CM/ECF E-Orders module has a built-in feature to check your pdf for (1) incorrect page sizes, (2) rotated pages, and (3) unsupported fonts. While attempting to upload orders, if you encounter any of the following error messages, please use the solutions provided to rectify the problem:

INCORRECT PAGE SIZE

Error Message: FAILURE: Your PDF document has one or more pages that exceed the standard page size limit and cannot be accepted until fixed.

Solution: Open your PDF document in

Adobe Acrobat 6.0 or higher and click on File. Next, choose the Print option and when the Print window opens, print to either "Print to PDF" or "Adobe PDF". When prompted to save the new document, pick a slightly different file name than the original. Finally, submit this new PDF document into CM/ECF. If you have an earlier version of Adobe, please refer to the instructions on the screen.

Note: If your PDF documents encounter this failure often, consult with your computer professional regarding the proper configuration of the hardware and software that is used to produce your PDF documents.

ROTATED PAGES

Error Message: FAILURE: Your PDF document contains one or more rotated pages and cannot be accepted until fixed.

Solution: To determine if your PDF document has been rotated, open your PDF in a text editor such as Microsoft Word and search on the word "Rotate". If a string similar to "/Rotate 90" is found, your document has at some point been rotated. If this is the case, please re-create and re-submit the pdf.

UNSUPPORTED FONTS

Error Message: FAILURE: Your PDF document uses one or more fonts that are not supported by the court, and cannot be accepted until fixed.

Solution: If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5 or higher, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). **Other fonts will not process correctly through the court's noticing center.**