

THE
BANKRUPTCY
BUGLE

A CM/ECF Information Newsletter
Sponsored by

THE UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEVADA



HELP DESK: 866-232-1266

FEBRUARY 2008



TO BROWSE OR NOT TO BROWSE...

As of March 1, 2008, Time Warner's AOL will end the development and technical support of their Netscape Navigator browser.

CM/ECF and PACER users are advised that Netscape Navigator is no longer supported by our court, and Internet Explorer or Firefox should be used. Both are available for free download from the respective vendor's web site.

DOCKETING BITS 'n PIECES

When you file **amended schedules** and **add new creditors** to a case, you are responsible for mailing the 341 meeting notice to those additional creditors. The Clerk's office provides the initial 341 meeting notice only.

UPPER CASE is required when you input names and addresses in ECF. Upper and lower case is used when enhancing docket text and pleading titles.

Don't forget to docket **social security statements** separately using the event Bankruptcy > Miscellaneous > Statement of Social Security. This event is set up specifically to keep sensitive information from becoming public record. **DO NOT** docket this event with other documents, please!

Motions to Approve Settlement should be docketed in **BOTH** the main case and the adversary. Orders should be uploaded in **BOTH** cases.



JUDGE/TRUSTEE ASSIGNMENTS

When you open a new case ALWAYS run a Judge/Trustee Assignment **immediately**. It should be the very next step you take after opening the case! No exceptions please!!!

ORDER TO PAY WAGES

A new folder has been added to the order process for your convenience. For Orders to Pay Wages, choose > Order Upload No Motion Filed > Order Type > Ex Parte. At the Order Description drop down selection choose Order to Pay Wages. This will route your order to the correct category for Chamber's review and the Judge's signature.



NEW E-FILERS

Once you are fully trained, rest assured, there's much more to learn! Don't worry, we'll help you as you go. Remember, the Help Desk phone number is **866-232-1266**. Put it on speed dial and post copies of the BUGLE by your computer for quick reference...and if you'd prefer to ask us a question in writing, drop us an e-mail at HelpDesk@nvb.uscourts.gov.

Don't forget our #1 rule...call before you docket if you're in doubt about how to do something, or if you've made an error and need some help.

Call first, please - it's much easier to fix a problem before it's on the docket sheet. So don't be bashful, don't feel bad! We know mistakes happen, get in touch with us first and we'll take care of everything! This goes for e-filers, OLD *and* NEW!!!

PASSWORDS



Please don't forget to change your CM/ECF passwords on a regular basis. This is especially important when you have had staff turnovers and changes. Protect the integrity of the system and your good name. Remember, the attorney is responsible for everything that is e-filed under his or her login and password. Financial or otherwise. So change those passwords often!!!

COURTESY COPIES



CM/ECF filers shall provide courtesy copies for chambers of all motions, oppositions, replies and memoranda of law, together with all exhibits and attachments which have been submitted in electronic form on the system until further order of the Court.

CHAPTER 13 PLANS TO BNC

Only the first Chapter 13 Plan you file will be noticed by the Court. It is very important that you select the correct event when you docket to make sure your Plan is properly noticed. To docket, choose PLAN > Chapter 13 Plan #1 (BNC).

BNC NOTICING

When the Chapter 13 Plan #1 is filed it must be in the form of one pdf. The BNC will only pick up the main document, not any attachments which have been added to the event.

COURTROOM TIDBITS

The Courtroom Deputies have asked us to send out a friendly reminder on common situations regarding order status and other courtroom incidentals...

- Courtesy Copies are to be delivered to the Court within 24 hours of e-filing.
- Please call the Courtroom Deputies instead of Chambers regarding requests for telephonic hearings.
- In Las Vegas, pursuant to an Order setting a Settlement Conference, settlement briefs are due in Chambers at least FIVE days prior to a Settlement Conference.
- In Reno, Confidential Settlement Statements (not briefs) are due in Chambers FOUR business days prior to a Settlement Conference.
- Order CDs or tapes regarding what happened in a court hearing instead of calling the Courtroom Deputies or Chambers.
- If counsel has an emergency or unexpected delay and will be late to Court, please call Chambers to have their matter trailed - Chambers will get a message to the Courtroom Deputy. Leaving a message on the Courtroom Deputy's voice mail is not a good idea - they may be in Court already and your message might not be received in a timely manner.

Courtroom Deputy Phone Numbers

Judge Riegle: Eileen Werkheiser 702- 388-6192
Judge Markell: Harriette Whitehouse 702-388-6710
Judge Nakagawa: Benji Rawling 702-388-6907
Judge Zive: Linda Duffey 775-784-5074
Judge Zive: Liz (for hearing dates) 775-784-5559
#3112

Chambers - for Emergencies

Judge Riegle: 702-388-6120
Judge Markell: 702-388-6505
Judge Nakagawa: 702-388-6707
Judge Zive: 775-784-5017



FINANCIAL MATTERS

REFUNDS - The guidelines prohibit the Clerk from refunding filing fees, even if the document was electronically filed in error.

The filing fee must be paid on line. An order is then required before a refund can be issued and the order needs to be sent to the attention of the Financial Deputies at the following e-mail address:

financial@nvb.uscourts.gov

VERIFIED PETITIONS - Verified Petitions, along with Designations of Local Counsel are e-filed. However, the fees must be paid over the counter. Please make your check payable to the United States District Court. Make a copy of the front page of the Verified Petition, and bring it along with the check to the Bankruptcy Clerk's office for processing.

PRO BONO - When filing a new petition for a pro bono client requesting to pay in installments or IFP, please bring the petition into the Clerk's office to be opened.

The Bankruptcy Court will be responsible for opening the case and assigning the Judge and Trustee.

After the case is opened, you will be responsible for e-filing everything else that is required - as in the Statement of Social Security, Means Test, Credit Counseling Certificate(s) and any on-going pleadings or events that occur in the case.