

THE BANKRUPTCY BUGLE

A CM/ECF Newsletter
Sponsored by the
United States Bankruptcy Court
District of Nevada



HELP DESK: 866-232-1266

MARCH 2008



WELCOME NEW E- FILERS!

Each month new e-filers are joining the District of Nevada document filing system. We want to welcome you all, and assure you that the Court's goal is to support and assist you and your staff so that the transition from paper to electronic filing becomes an asset to your law practice or agency, as the case may be.

Rest assured, though you may be finished with the classes we have provided, our support does not end there. The Help Desk (**866-232-1266**) is available Monday - Friday from 9:00 AM until 12:00 PM and from 1:00 PM to 4:00 PM. We also have created an e-mail address for your added convenience. You may send requests or questions to us at:

www.HelpDesk@nvb.uscourts.gov.

Our support staff will respond as quickly as possible during normal Court business hours, Monday - Friday from 9:00 AM to 4:00 PM.

CLERK'S ENTRY OF DEFAULT

To file a *Clerk's Entry of Default*, begin by downloading the forms from our web site at www.nvb.uscourts.gov. Please note these instructions are **NOT** for a Default Judgment!

The forms are in **Official Forms** under **Part I**. Use **B260** (Entry of Default). File an **affidavit** in support of the request that proves the party against whom default is sought has failed to plead or otherwise defend. Submit a Clerk's Entry of Default. The Court Clerk will enter the default.

Take the following steps to docket Form B260: Clerk's Entry of Default. Under: **Order Upload > Order Type > No Motion Filed > Order Description > Clerk's Delegated Orders**.

Leave the hearing date field blank, insert the case number and attach the PDF. You will receive the signed document back via ECF e-mail.

TIPS AND REMINDERS



Past issues of the BUGLE

make excellent reference material. We try to cover “problem areas” and give docketing tips each month on different topics. Some e-filing offices are keeping the newsletter in reference manuals at their computer stations for quick “hints” with problems or questions they may have. As always, we encourage you to send us your ideas, questions and thoughts so that we may use them to help others.

Motions to Approve Settlements should be docketed in BOTH the Adversary and the Bankruptcy cases! Docket the Notice of Hearing in the Bankruptcy case only. Do NOT docket the Notice of Hearing in the Adversary Case.

A ***Notice of Removal*** is to be opened as a NEW ADVERSARY. Do not docket under “Notice” and enhance to say “of Removal”.

Open the new adversary following the same steps you would when opening any other complaint. Note: Select “n” at the complaint option.



CHANGES OF ADDRESS

All changes of address submitted to the Court, whether for a debtor, creditor or attorney, must be e-filed. No verbal requests will be accepted. Change of address forms can be obtained on our web site at www.nvb.uscourts.gov under Local Forms.

Don't forget...if the change of address is for your firm, after you have docketed your pleading, update your e-filing account by going into **UTILITIES > Maintain User Account**.

Also, a change of address is required in every case in which you are involved.

COURTESY COPIES



All Nevada Bankruptcy Judges require paper courtesy copies on matters with a hearing date and time. Courtesy copies are required to be filed within 24 hours of the electronic filing or at least 10 business days prior to the hearing.



PASSWORDS and LOGINS

The login assigned by the Court to an individual represents one way you sign your document. You have agreed to be responsible for anyone who uses that login. This also includes financial responsibility. That is why it is so important to change your passwords often! CM/ECF passwords should be changed on a regular basis and should **always** be changed when you have staff turnover.

BUGLE MANIA!

Would you like to be the first to receive your Bankruptcy Bugle “HOT-OFF-THE-PRESS”? How about the first in town to “READ ALL ABOUT IT”? Well if you want to be one of those “In-The-Know” Bugle Fans you can sign up to receive your Bugle via e-mail right from the Court! Just drop us a line at

HelpDesk@nvb.uscourts.gov. Give us your current e-mail address and we'll do the rest!

Fine Print: This offer is good until the Court comes up with a better idea. Subject to change with or without notice. Subscriber responsible for e-mail address updates.

AND ONE LAST
THING
before we go...



UPPER CASE is required when inputting proper nouns, as in names or addresses, in ECF. Upper and lower case is used when modifying the docket text to match pleading titles or add information such as “with Certificate of Service”, etc.