

DESIGNATION OF LOCAL COUNSEL in BANKRUPTCY CASE

9/11/06

When filing a verified petition the out of state attorney must associate a resident member of the Nevada State Bar. This can be done by filing a Designation of Local Counsel.

1. Select **Bankruptcy** → **Miscellaneous**
2. Input case number
3. Select **Designation of Local Counsel** from menu
4. **Select the Party** you represent
5. Browse to attach pdf
6. Select **Refer to existing event(s)?**
7. Ensure the correct Verified Petition is selected
8. At **Search for an attorney** screen input last name of local associated attorney and click [Search]
9. At **Attorney search results** select applicable name from list and after verifying name and address click [Select name from list] (Fig. 1)

The screenshot shows a web interface with a light blue background. At the top, the heading "Search for an attorney" is displayed in blue. Below it are two input fields: "Bar Id" and "Last name". Under the "Last name" field are two buttons: "Search" and "Clear". Below this section is another heading, "Attorney search results", also in blue. Underneath is a scrollable list box containing three entries: "IVEY, KENT", "IVEY, KENT L.", and "Ivey, Aty". The "Ivey, Aty" entry is highlighted with a grey background. At the bottom of the list box are up and down arrow icons. Below the list box are two buttons: "Select name from list" and "Create new attorney". The "Select name from list" button is circled in black.

Fig. 1

10. At **Attorney Information** screen click [Add attorney]
11. **Select the Party** you represent
12. At **Search for an attorney** screen add last name of attorney applying for verified petition and click [Search]
13. If **Attorney search results** reflect list of names select applicable name and after verifying name and address click [Select name from list]

(NOTE: If no name reflected or **No person found** click [Create new attorney])
14. At **Attorney Information** screen add address if not already reflected and click [Add attorney] (Fig. 2)

The screenshot shows a web form titled "Attorney Information" with a light blue background. The form contains the following fields:

- Last name: VINE
- First name: HOLLY
- Middle name: D.
- Generation: (empty)
- Title: (empty)
- Bar Id: (empty)
- Office: VINE AND ASSOCIATES
- Address 1: 2596 SHOWLANE DR
- Address 2: (empty)
- Address 3: (empty)
- City: SILVERTHORNE
- State: CO
- Zip: 80498
- Country: (empty)
- Phone: (303) 892-5369
- Fax: (empty)
- E-mail: (empty)
- Lead attorney: yes (dropdown menu)

At the bottom of the form, there are three buttons: "Add attorney" (highlighted with a red box), "Cancel attorney", and "Clear".

Fig. 2

15. **Select the Party** to be represented
16. When **Search for an attorney** screen appears again, click [End attorney selection]
17. At **Docket Text** complete prefix box and/or open text box if necessary
18. Click [Next] until transaction completed