



Bankruptcy Bits & Pieces

March/April 2015

Bankruptcy Bits & Pieces is published by the U.S. Bankruptcy Court for the Central District of Illinois as an information service for the practitioners of our court. Suggestions and comments are always welcome. Please email us at: attorney_newsletter@ilcb.uscourts.gov

Clerk of Court Heading West



Khadija Thomas, Clerk of Court for the Central District of Illinois, will be leaving in March and joining the Bankruptcy Court for the District of Arizona. Khadija has led our organization since 2011. Her commitment to quality and dedication to the court will be missed. We extend our appreciation and wish Khadija and family all the best in their endeavors out west.

What is Flattening?

'Flattening' refers to the conversion of a fillable formatted document to a non-interactive pdf document. A flattened PDF cannot be edited by other users. It's important for filers to 'flatten' documents that contain fillable fields to avoid potential problems with their display. Instructions and several helpful tips are posted on the PACER website.

Order Dismissing Case

Effective February, 2015, the U.S. Bankruptcy Court for the Central District of Illinois has implemented a change in procedures as it relates to cases dismissed for failure to pay the filing fee and for cases dismissed for failure to comply with filing requirements and a filing fee remains due.

If an Order Dismissing Case is entered and the filing fee was not paid in full, any new case filed by the debtor(s) under any Chapter of the Bankruptcy Code in the Central District of Illinois must be accompanied by the full case filing fee. In addition, the Application to Pay the Filing Fee in Installments will not be granted by the court.

What are the scanning guidelines?

A scanner will be necessary if you wish to include existing paper documents with the electronic document you file, for instance you can attach a copy of a contract to a Proof of Claim. You will need software, such as Adobe Acrobat (full version, not just Acrobat Reader) to convert the scanned image to portable document format (PDF).

Note that 2.0 MB, or approximately 50 pages are the size limit for each file uploaded. To check the size of the file, right click on the file and select properties (1MB = 1000KB). Follow the instructions with your scanner, saving the document in PDF format and in a directory where it will be accessible. The scanned file can then be attached electronically to documents filed in ECF.

Scanning tips/guidelines to ensure your document is under 2MB:

- Set your scanner to black and white (not color, gray scale or auto detect)
- Set your scanner to 300 dpi (or less)
- Turn off the searchable (OCR) option on your scanner

If your scanned document still exceeds 2MB, you can separate the document into multiple smaller files and file them using the attachments option within the docket event. This allows you to file large documents in a single docket entry.

A proposed order should never be scanned. It should be converted to PDF and then uploaded into the system. If your order must also contain a scanned attachment, such as a settlement agreement, then it must be combined with the order and uploaded as one document.

ECF Filing Tips of The Day...

Assembling Documents in New Cases

When opening a new bankruptcy case, we require bankruptcy case documents to be submitted in a certain order within the PDF. Please set your petition software (the setting is usually found in order of forms) to match How to Assemble Cases Before Saving to PDF. If you do not use petition software, please assemble your documents before scanning and saving to PDF. A useful chart is included below:

New Case Filing

Chapter 7:
File the following in the order listed as a single PDF:
Voluntary Petition
Exhibit D (completed by each individual debtors only)
Statement of Financial Affairs with Declaration
Summary of Schedules
Statistical Summary of Certain Liabilities (individual debtors only)
Schedules A-H
Schedules I & J (individual debtors) or
Schedule of Income and Expenditures (corporate debtor)
Declaration Concerning Debtor's Schedules
Statement of Intention (individual debtors only)
Disclosure of Attorney Compensation
Means Test – Form B22A (individual debtors only)
Separately file each of the following:
Statement of SSN (individual debtors only)
Certification of Credit Counseling (completed by each individual debtors only)
Disclosure of Corporate Ownership Statement (corporate debtor only)

Chapter 11:
File the following in the order listed as a single PDF:
Voluntary Petition
Exhibit D (completed by each individual debtors only)
Statement of Financial Affairs with Declaration
Summary of Schedules
Statistical Summary of Certain Liabilities (individual debtors only)
Schedules A-H
Schedules I & J (individual debtors) or
Schedule of Income and Expenditures (corporate debtor)
Declaration Concerning Debtor's Schedules
Disclosure of Attorney Compensation
Statement of Current Monthly Income – Form B22B (individual debtors only)
Separately file each of the following:
Balance Sheet (Small Business only)
Statement of Operations (Small Business only)
Cash Flow Statement (Small Business only)
Federal Income Tax Return (Small Business only)
List of 20 Largest Unsecured Creditors
List of Equity Security Holders
Statement of SSN (individual debtors only)
Certification of Credit Counseling (completed by each individual debtors only)
Disclosure of Corporate Ownership Statement (corporate debtor only)
Application to Employ Attorney for Debtor-in-Possession

Chapter 13:
File the following in the order listed as a single PDF:
Voluntary Petition
Exhibit D (completed by each debtor)
Statement of Financial Affairs with Declaration
Summary of Schedules
Statistical Summary of Certain Liabilities
Schedules A-J
Declaration Concerning Debtor's Schedules
Disclosure of Attorney Compensation
Statement of Current Monthly Income – Form B22C
Separately file each of the following:
Statement of SSN
Certification of Credit Counseling (completed by each debtor)
Chapter 13 Plan

Chapter 12:
File the following in the order listed as a single PDF:
Voluntary Petition
Exhibit D (completed by each individual debtors only)
Statement of Financial Affairs with Declaration
Summary of Schedules
Statistical Summary of Certain Liabilities (individual debtors only)
Schedules A-H
Schedules I & J (individual debtors) or
Schedule of Income and Expenditures (corporate debtor)
Declaration Concerning Debtor's Schedules
Disclosure of Attorney Compensation
Separately file each of the following:
Statement of SSN (individual debtors only)
Certification of Credit Counseling (completed by each individual debtors only)
Chapter 12 Plan
Disclosure of Corporate Ownership Statement (corporate debtor only)
Application to Employ Attorney for Debtor

****A creditor mailing matrix must be uploaded as to all Chapters****

Court Locations

Peoria
2nd Floor Room 216
100 N.E. Monroe Street
Peoria, IL 61602
(309) 671-7035
Office Hours: 8 am–5 pm

Springfield
2nd Floor Room 226
600 E. Monroe Street
Springfield, IL 62701
(217) 492-4551
Office Hours: 8 am–5 pm

Urbana
Room 203
201 S. Vine Street
Urbana, IL 61802
(217) 974-7330
Office Hours: 8 am–5 pm