



Bankruptcy Bits & Pieces

November/December 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

December 1st, 2015 Form Changes

Please be advised that most Official Bankruptcy Forms are scheduled to be replaced with substantially revised, reformatted and renumbered versions effective December 1, 2015. The new forms are part of the Advisory Committee's ongoing forms modernization project that began in 2008. The new forms introduce different versions of case opening forms for individual debtors and non-individual debtors. The forms are also easier for debtors to understand and complete, and are designed to work with scheduled enhancements to the federal courts' case opening and electronic case management system. All but six of the existing official forms will be replaced. The revised forms and other related information can be found on the U.S. Courts website at [Pending Changes in the Bankruptcy Forms](#).

Attorneys are strongly encouraged to contact their software vendors for more information.

Please continue to monitor the Bankruptcy Courts News and Announcements section of our website at <http://www.ilcb.uscourts.gov> for additional information regarding these changes.

Court Training Videos

There are a number of e-filing tutorials available on the court's website that provide additional training to e-filers specific to the Bankruptcy Court, Central District of Illinois. Please click on the following link to access demos on filing: <http://www.ilcb.uscourts.gov/electronic-filing-demonstrations>.



Website Update

The US Bankruptcy Court for the Central District of Illinois is in the process of updating our Website. Do you have suggestions or comments you would like us to consider? Are there things you would like to be able to access from our site? Please email us at: attorney_newsletter@ilcb.uscourts.gov.

Amendments to Federal Rules of Bankruptcy Procedure

The Judicial Conference Advisory Committee on Bankruptcy Rules has proposed amendments to the Rules. The proposed amendments and committee reports are available at <http://www.uscourts.gov/rules-policies/proposed-amendments-published-public-comment>. The public comment period ends February 16, 2016.

ECF Filing Tips of The Day...

Filing Multi Part Motions

When filing a multi-part motion, it is important to select an event for each type of relief requested in the motion. By holding down the 'Ctrl' key, the ECF system will allow the filer to select multiple reliefs. For example, if a multi-part Motion for Relief and Abandonment is filed, the filer should select the first part of the motion 'Relief from Stay (fee)' from the available events, and then hold down the 'Ctrl' key while clicking on the second part of the motion 'Abandon (no fee)'. Both selected events will appear in the 'Selected Events' box on the screen. When selecting multiple events that may require a filing fee, be sure to select only one 'fee' event and the remainder as 'no fee' events. To see a filing demonstration on docketing multi-part motions, click [here](#).

Certificates of Service

Things to remember when preparing the Certificate of Service:

- Specifically state the date of service (it is insufficient to state "on or about");
- Include the name of each party served (it is insufficient to only state "all parties of record have been served");
- Include the address of each party served via U.S. Mail;
- Specifically state the method of service (it is insufficient to only state "electronic service and/or U.S. Mail").

You may include the Certificate of Service in the same PDF as the related document, but if it is filed separately, it should:

- Contain a complete case caption;
- Specifically identify the document(s) served;
- Be linked to the related document(s).

Remember.... Just because a document is electronically filed does not automatically mean that service has been made to the entire matrix. Only attorneys who have filed documents (not including claims) in the case will receive notices of electronic filing (NEFs).

To determine which parties in a case are receiving electronic service, select Utilities>Mailings>Mailing Information for a Case. The screen then displays the parties on the Electronic Mail Notice List and those on the Manual Notice List.



Court Locations

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

Peoria
2nd Floor Room 216
100 N.E. Monroe Street
Peoria, IL 61602
(309) 671-7035
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

Court Closures: The Clerk's Office will be closed the following dates:

Wednesday, November 11, 2015 — Veteran's Day Thursday, November 26, 2015 — Thanksgiving Day
Friday, November 27, 2015 Friday, December 25, 2015 — Christmas Day
Friday, January 1, 2016 — New Year's Day

The chart below refers to assembling documents in new cases and reflects the form changes effective December 1, 2015.

New Case Filing
(Using Revised Official Forms Effective 12/1/15)

Chapter 7:
File the following in the order listed as a single PDF:
Voluntary Petition
Statement of Financial Affairs
Summary of Assets & Liabilities & Certain Statistical Information (<i>individuals</i>)
Summary of Assets & Liabilities (<i>non-individuals</i>)
Schedules A/B, C, D, E/F, G, H, I & J (<i>individuals</i>)
Schedules A/B, D, E/F, G, H & Sch. of Income & Expenditures (<i>non-individuals</i>)
Declaration re: Schedules
Statement of Intention (<i>individuals only</i>)
Disclosure of Attorney Compensation
Ch 7 Statement of Current Monthly Income (<i>individuals only</i>)
Separately file each of the following:
Statement of SSN (<i>individuals only</i>)
Certification of Credit Counseling (<i>individuals only - each debtor if filing jointly</i>)
Disclosure of Corporate Ownership Statement (<i>corporate debtor only</i>)

Chapter 13:
File the following in the order listed as a single PDF:
Voluntary Petition
Statement of Financial Affairs
Summary of Assets & Liabilities and Certain Statistical Information
Schedules A/B, C, D, E/F, G, H, I & J
Declaration re: Schedules
Disclosure of Attorney Compensation
Ch 13 Statement of CMI & Calculation of Commitment Period
Separately file each of the following:
Statement of SSN
Certification of Credit Counseling (<i>each debtor if filing jointly</i>)
Chapter 13 Plan

Chapter 11:
File the following in the order listed as a single PDF:
Voluntary Petition
Statement of Financial Affairs
Summary of Assets & Liabilities & Certain Statistical Information (<i>individuals</i>)
Summary of Assets & Liabilities (<i>non-individuals</i>)
Schedules A/B, C, D, E/F, G, H, I & J (<i>individuals</i>)
Schedules A/B, D, E/F, G, H & Sch. of Income & Expenditures (<i>non-individuals</i>)
Declaration re: Schedules
Disclosure of Attorney Compensation
Ch 11 Statement of Current Monthly Income (<i>individuals only</i>)
Separately file each of the following:
Balance Sheet (<i>Small Business only</i>)
Statement of Operations (<i>Small Business only</i>)
Cash Flow Statement (<i>Small Business only</i>)
Federal Income Tax Return (<i>Small Business only</i>)
List of 20 Largest Unsecured Creditors
List of Equity Security Holders
Statement of SSN (<i>individuals only</i>)
Certification of Credit Counseling (<i>individuals only - each debtor if filing jointly</i>)
Disclosure of Corporate Ownership Statement (<i>corporate debtor only</i>)
Application to Employ Attorney for Debtor-in-Possession

Chapter 12:
File the following in the order listed as a single PDF:
Voluntary Petition
Statement of Financial Affairs
Summary of Assets & Liabilities & Certain Statistical Information (<i>individuals</i>)
Summary of Assets & Liabilities (<i>non-individuals</i>)
Schedules A/B, C, D, E/F, G, H, I & J (<i>individuals</i>)
Schedules A/B, D, E/F, G, H & Sch. of Income & Expenditures (<i>non-individuals</i>)
Declaration re: Schedules
Disclosure of Attorney Compensation
Separately file each of the following:
Statement of SSN (<i>individuals only</i>)
Certification of Credit Counseling (<i>individuals only - each debtor if filing jointly</i>)
Chapter 12 Plan
Disclosure of Corporate Ownership Statement (<i>corporate debtor only</i>)
Application to Employ Attorney for Debtor

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