



Bankruptcy Bits & Pieces

September/October 2014

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

Urbana Hearing Calendars

The Urbana, Illinois, hearing calendars are now posted on our web site. These calendars include all the tentative dates for hearings, but will not include special settings, trials, or conference calls. To view the calendars, select Court Info and then proceed to Docket & Hearings. They can also be viewed using the following link [Urbana Calendars](#).

Manual for Practitioners

A Manual for Practitioners was prepared to assist practitioners and their staff who practice in the Central District of Illinois. The Manual provides useful information, such as:

- ◆ Divisional office contact information
- ◆ Locations of 341 meetings based on debtors' county of residence
- ◆ Trustee contact information
- ◆ Federal and state agency addresses
- ◆ Information on ordering transcripts
- ◆ Registry of mailing addresses for state and governmental units
- ◆ Multi-Court Voice Case Information System (clients can use this service to find out basic case info, such as date of discharge)

Click this link to access the Manual: [Manual for Practitioners](#), or access it from our website (www.ilcb.uscourts.gov) under the "For Attorneys" tab.

Transition from WordPerfect to Microsoft Word

The Clerk's Office now primarily uses Microsoft Word, instead of WordPerfect. Occasionally, we receive emailed documents from attorneys for completion of hearing or objection dates, such as citations to discover assets. While we can still accept these as WordPerfect documents, we prefer that you use Word, if available to you. Thank you for your assistance as we make this transition.

Change in Monmouth Chapter 13 Locations

Effective October, 2014, Trustee Michael Clark's Chapter 13 meeting locations will change from Monmouth to Galesburg. 341 meetings will be held on the 2nd Floor of the Knox County Courthouse, 200 S. Cherry St., Galesburg, IL 61401.

Motions to Reopen a Case

We have recently seen motions to reopen cases that have not yet been closed. A bankruptcy case that has been discharged or dismissed may still remain open for various reasons, such as an open adversary proceeding or waiting on the trustee to file certain documents. Please make sure the case has been closed before you file a motion to reopen.

Please adhere to this important Privacy Protection Policy

[Federal Rule of Bankruptcy Procedure 9037](#) applies to all documents filed with the court. This policy requires parties in bankruptcy cases to modify or partially redact personal data identifiers contained in documents.

You **should not include sensitive information in any document filed with the court** unless such inclusion is required by the Federal Rules of Bankruptcy Procedure or Official Forms, or the inclusion is otherwise necessary and relevant to the case. If sensitive information must be included, **the following personal data identifiers must be partially redacted from the pleading:**

- ◆ Social Security numbers (include only the last 4 digits)
- ◆ Dates of birth (include only the year of the individual's birth)
- ◆ Names of minor children (include only the minor's initials)
- ◆ Financial account numbers (include only the last 4 digits)

In addition, exercise caution when filing documents that contain the following:

- ◆ Any personal identifying number, such as driver's license number
- ◆ Medical records, treatment and diagnosis
- ◆ Proprietary or trade secret information

Official Form B-21 Statement of Social Security Number should not be included as part of the PDF you attach to the Voluntary Petition. Instead, the B-21 should be filed as a separate document using the event Bankruptcy>Miscellaneous>Statement of SSN. This event has a restricted access code associated with it and only court personnel may view the associated PDF.

Responsibility for redacting personal data identifiers from documents rests with the filers, not the court.

Court Closures

The Clerk's Office will be closed the following days:

September 1, 2014 (Labor Day) & October 13, 2014 (Columbus Day)

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