



Bankruptcy Bits & Pieces

May/June 2013

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

Bounced Back Emails

The Clerk's Office receives several bounced back emails from the CM/ECF system on a regular basis. A bounce back means that a Notice of Electronic Filing (NEF) was not delivered. A bounce back email occurs due to (1) failure to keep a current email address on file, (2) the receiving computer system's settings reject the NEF as spam, or (3) the receiving computer system does not maintain sufficient capacity to receive the transmitted NEF. Many of the bounce back emails occur from inactive addresses or disabled secondary emails that may be attached to the primary CM/ECF account.

The Clerk's Office reminds counsel to check regularly the CM/ECF docket sheet for your cases and to ensure your email system is correct and functioning properly.

To update the email address in your CM/ECF account go to: Maintaining Your CM/ECF Account in the electronic case filing system.

Returned Mail Notice

Remember: when you receive a Returned Mail Notice from the BNC stating that mail to a specific recipient was undeliverable, you should determine whether the address of the recipient should be updated. If so, you should electronically file a notice of change of address. Pro se debtors may print the updated address on the notice and return to the court to use as a change of address. **E-filers must file electronically.**

As always, if you have a question do not hesitate to contact the Clerk's Office for procedural questions, we are ready to help.

Springfield Procedures

Chief Judge Mary P. Gorman's procedures for cases filed in the Springfield Division have recently been updated. There are two important changes that you should be aware of. First, procedures for Sales by Debtors have been added, which clarifies noticing guidelines regarding hiring and paying brokers and auctioneers. Second, the Clerk will no longer make additions to the mailing matrix based upon inclusion of new entities or addresses on certificates of service filed with documents. If a document and the related hearing or objection date notice must be served on an entity or registered agent or at an address not on the mailing matrix, the movant must serve not only the document but also the hearing or objection date notice and file a certificate of service.

Exemption from Means Test

Effective March 11, 2013, the local exemption from means test form required by the U.S. Bankruptcy Court, Central District of Illinois for bankruptcy chapter 7 cases is no longer in use. Debtors who want to claim exemption from means test should do so by checking the appropriate box on the national form, Chapter 7 Statement of Current Monthly Income and Means Test Calculation (B22A) (4/13).

Plans/Amended Plans

A Certificate of Service is not required on Ch. 13 Plans or Amended Plans. However, if you want to file a Certificate of Service, it should be filed separately so it is not included in the pdf of the Plan. The Clerk's Office includes a copy of the plan when the objection notice is mailed. Attaching unnecessary pages increases the mailing costs to the Court. Thank you !

ECF Filing Tips of The Day...

Preferences for Notices of Electronic Filing

Did you know CM/ECF gives you the option to...

- ◆ Set up secondary email addresses;
- ◆ Receive notices of electronic filing in additional cases when no appearance has been entered; and
- ◆ Receive a notice of each filing when it is filed or as an end-of-day summary report?

All of these options are available by logging into CM/ECF and selecting Utilities > Maintain Your ECF Account and clicking the 'Email information...' button. The steps for each option are explained in further detail below. Once all desired changes have been made, click on 'Return to Account Screen' and click 'Submit' until you see the receipt screen indicating the changes were accepted.

Secondary Email Addresses:

You may find it beneficial to have a secondary email address that is on a different email program (Outlook, G-Mail, Yahoo, Hotmail, etc.) to ensure timely receipt of Notices of Electronic Filing if your primary email service goes down. Enter any secondary email addresses in the 'Secondary email address' box. If you are entering more than one secondary email address, separate the addresses by hitting the enter key after each address (do not separate the addresses with colons or semi-colons). Once all email addresses have been entered, make sure the box to send notices to your secondary addresses is also checked.

Receive Notices in Additional Cases:

From time to time you may find it necessary to monitor bankruptcy cases where you have not entered an appearance. For these cases, simply check the box to 'Send notices in these additional cases,' type in the case number and click the 'Find This Case' button. You will not be entitled to a 'free peek' of any associated documents until you have entered an appearance, but you will begin receiving Notices of Electronic Filing associated with the case.

Delivery of Notices:

Notices of Electronic Filing can be transmitted to you as each document is filed or as an end-of-day summary. To change the delivery method, click the appropriate button to either receive your email notice with each filing or as a daily summary report.

New Claims Transfer Fee to Take Effect May 1, 2013

Effective May 1, 2013, the bankruptcy courts will begin charging a new fee of \$25 for each claim transferred. This fee was approved by the Judicial Conference of the United States at its September 2012 session.

The fee will be assessed by bankruptcy courts upon the filing of the claim transfer, whether filed by a transferee or transferor. It will apply to partial claims transfers as well. In the event multiple claims transfers are filed at one time by one entity (claims upload or batch filing), the \$25 fee will be charged for each individual claim transferred.

The fee must be paid by credit card upon the filing of the claims transfer in CM/ECF using Pay.gov, ACH Debit card, or by whatever means is designated by the court if the claim transfer is not filed electronically. An entity that electronically handles claims transfers must ensure that the individual filing a transfer is authorized to pay this fee by credit card.

Court Closures

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

Monday, May 27, 2013



Court Locations

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

Danville
1st Floor Room 130
201 N. Vermilion Street
Danville, IL 61832
(217) 431-4820
Office Hours: 7:30 am–4:30 pm

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