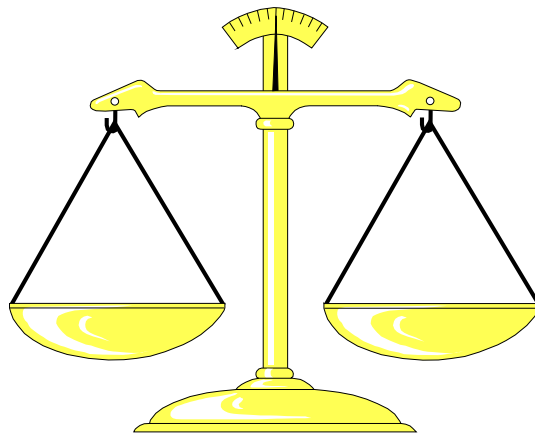


UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF ILLINOIS
MANUAL FOR PRACTITIONERS



KHADIJIA V. THOMAS, CLERK

Revised March 13, 2012

This Manual was prepared by
the deputy clerks of the U.S. Bankruptcy Court
for the Central District of Illinois
to assist those who practice here.

TABLE OF CONTENTS

OFFICE OPERATIONS. [4](#)

SPECIAL NOTICES AND ALERTS. [4](#)

BANKRUPTCY FEE SCHEDULE. [5](#)

LOCATIONS OF SECTION 341 MEETINGS. [6](#)
 DANVILLE DIVISION. [6](#)
 PEORIA DIVISION. [7](#)
 SPRINGFIELD DIVISION. [8](#)

CENTRAL DISTRICT OF ILLINOIS TRUSTEES. [9](#)
 CHAPTER 7. [9](#)
 CHAPTER 12. [10](#)
 CHAPTER 13. [10](#)

UNITED STATES TRUSTEE. [10](#)

COMMONLY USED FEDERAL AND STATE AGENCY ADDRESSES. [11](#)

SEARCH FEE GUIDELINES. [14](#)

COPYWORK POLICY. [15](#)
 WRITTEN REQUESTS. [15](#)
 FAX REQUESTS. [15](#)
 IN PERSON REQUESTS. [15](#)
 ARCHIVED CASES. [15](#)

PAYMENT BY CHECK OR CASH. [16](#)

INFORMATION ON ORDERING A TRANSCRIPT. [17](#)

PACER. [18](#)

REGISTRY OF MAILING ADDRESSES FOR STATE & GOVERNMENTAL UNITS. [19](#)

McVCIS and VCIS. [20](#)
 HOW TO USE THE McVCIS and VCIS. [21](#)

GENERAL INFORMATION. [23](#)
 LOCAL RULES. [23](#)
 INSTRUCTION PAMPHLETS AVAILABLE. [23](#)
 EMERGENCY FILINGS. [23](#)
 SETTING MATTERS FOR HEARING. [23](#)
 DISCHARGE ORDERS. [23](#)
 AMENDMENTS. [23](#)
 BANKRUPTCY NOTICING CENTERS AND UNDELIVERABLE MAIL. [23](#)
 ASSEMBLING NEW CASE PDFS AND
 ADDITIONAL CM/ECF INFORMATION AND TIPS. [23](#)

OFFICE OPERATIONS

DANVILLE COURT

Judge: Gerald D. Fines
Recalled Judge:

Address: 130 Federal Building
201 N. Vermilion Street
Danville, IL 61832

Phone: 217/431-4820

Office Hours: Monday through Friday
8:00 a.m. - 4:30 p.m.

Deputy-in-Charge: Debby Townsley

PEORIA COURT

Thomas L. Perkins, Chief Judge
William V. Altenberger

216 Federal Building
100 N.E. Monroe Street
Peoria, IL 61602

309/671-7035

Monday through Friday
8:00 a.m. - 5:00 p.m.

Kathy Traenkenschuh

SPRINGFIELD COURT

Judge: Mary P. Gorman

Address: 226 U.S. Courthouse
600 E. Monroe Street
Springfield, IL 62701

Phone: 217/492-4551
Office Hours: Monday through Friday
8:00 a.m. - 5:00 p.m.

Operations Manager: Gerald Miller

CLERK OF THE COURT

Khadijia V. Thomas

226 U.S. Court House
600 E. Monroe Street
Springfield, IL 62701

Phone: 217/492-4551

Chief Deputy Clerk: Vacant

VCIS Phone: 217/492-4550 or 800-827-9005

SPECIAL NOTICES AND ALERTS

* Notice of an emergency or weather related closing of the Clerk's Office, including the cancellation or delay of court proceedings will appear at the court's website:
www.ilcb.uscourts.gov

* A recorded voice message re: closing or delays will also be available on the following telephone number: 866-319-8848

* A broadcast email to all registered CM/ECF users will go out upon any emergency or weather related closing of the Clerk's Office.

* It is incumbent upon attorneys to check these sources and notify their clients accordingly.

* You should contact the Office of the US Trustee at 309-671-7854 regarding emergency or weather related cancellations of Meetings of Creditors.

BANKRUPTCY FEE SCHEDULE

The most current Bankruptcy Fee Schedule is located at www.ilcb.uscourts.gov/cmecf/filing_fees.htm under General Court Information.

LOCATIONS OF SECTION 341 MEETINGS

The County in which the petitioning debtor resides determines the location of the Section 341 Meeting.

DANVILLE DIVISION

Case numbers __-9__

<u>County</u>	<u>Location of §341 Meeting</u>
Champaign	Danville
Coles	Paris-Ch 7, Danville -Ch. 13
Douglas	Paris-Ch. 7, Danville - Ch. 13
Edgar	Paris-Ch. 7, Danville-Ch. 13
Ford	Danville
Iroquois	Kankakee
Kankakee	Kankakee
Livingston	Kankakee
Moultrie	Paris-Ch. 7, Danville-Ch. 13
Piatt	Danville
Vermilion	Danville

Cases from the above counties are to be filed in Danville, Illinois

Addresses of §341 Meeting Locations:

Danville

208 Federal Building
201 N. Vermillion St.
Danville, IL 61832

Paris

Edgar County Courthouse
115 W. Court
Paris, IL 61944

Kankakee

Kankakee County Administrative Annex
189 E. Court Street, 4th Floor
Kankakee, IL 60901

PEORIA DIVISION

Case numbers __-8__

<u>County</u>	<u>Location of §341 Meeting</u>
Bureau	Peoria
Fulton	Peoria
Hancock	Galesburg
Henry	Rock Island
Knox	Galesburg
Marshall	Peoria
Peoria	Peoria
McDonough	Galesburg
Putnam	Peoria
Stark	Peoria
Tazewell	Peoria
Woodford	Peoria

Cases from the above counties are to be filed in Peoria, Illinois

<u>County</u>	<u>Location of §341 Meeting</u>
Henderson	Galesburg
Mercer	Rock Island
Rock Island	Rock Island
Warren	Galesburg

Cases from the above counties may be filed in Peoria or Rock Island, Illinois

Addresses of §341 Meeting Locations:

Peoria

1105 Becker Building
401 Main Street
Peoria, IL 61602

Monmouth - Chapter 13 only

100 W. Broadway
Warren County Courthouse
3rd Floor, #A
Monmouth, IL 61462

Rock Island

U.S. Post Office and Courthouse Building
211 - 19th Street
Courtroom 226
Rock Island, IL 61201

Galesburg - Chapter 7 only

Knox County Courthouse
200 S. Cherry Street
3rd Floor
Galesburg, IL 61401

SPRINGFIELD DIVISION

<u>County</u>	<u>Location of §341 Mtg.</u>	<u>County</u>	<u>Location of §341 Mtg.</u>	<u>County</u>	<u>Location Of §341 Mtg.</u>
Adams	Quincy	DeWitt:		Macon	Decatur
Brown	Quincy	Clinton	Decatur	Macoupin	Springfield
Cass	Springfield	DeWitt	Decatur	Mason	Springfield
Christian:		Farmer City	Bloomington	McLean	Bloomington
Assumption	Decatur	Kenney	Decatur	Menard	Springfield
Bulpitt	Springfield	Lane	Decatur	Montgomery	Springfield
Clarksdale	Springfield	Wapella	Bloomington	Morgan	Springfield
Dunkel	Decatur	Waynesville	Bloomington	Pike	Quincy
Edinburg	Springfield	Weldon	Decatur	Sangamon	Springfield
Hewittsville	Springfield	Greene	Springfield	Schuyler	Quincy
Jeiseyville	Springfield	Logan:		Scott	Quincy
Kincaid	Springfield	Atlanta	Bloomington	Shelby	Decatur
Langleyville	Springfield	Beason	Decatur		
Millersville	Springfield	Broadwell	Springfield		
Morrisonville	Springfield	Chestnut	Decatur		
Mt. Auburn	Decatur	Cornland	Springfield		
Owaneco	Springfield	Elkhart	Springfield		
Palmer	Springfield	Emden	Springfield		
Pana	Springfield	Hartsburg	Bloomington		
Rosamond	Springfield	Lake Fork	Decatur		
Sharpsburg	Springfield	Latham	Decatur		
Stonington	Springfield	Lawndale	Bloomington		
Taylorville	Springfield	Lincoln	Springfield		
Tovey	Springfield	Middletown	Springfield		
Willeys	Springfield	Mt. Pulaski	Decatur		
		New Holland	Springfield		
		San Jose	Bloomington		

Cases from the above counties are to be filed in Springfield, Illinois

Addresses of §341 meeting Locations:

Bloomington

Chapter 7, 12: Law and Justice Center
Courtroom 3E
104 W. Front
Bloomington, IL 61701

Chapter 13: Law and Justice Center
Courtroom 5B, 5th Floor
104 W. Front
Bloomington, IL 61701

Chapter 11: Law and Justice Center
Operations Room
104 W. Front
Bloomington, IL 61701

Decatur

Chapter 7, 11, 12, 13: Macon County Courthouse
Courtroom 5C
253 E. Wood St.
Decatur, IL 62523

Quincy

Chapter 7, 11,12: Courtroom 2D
Adams County Courthouse
521 Vermont
Quincy, IL 62301

Chapter 13: Adams County Courthouse
2nd Floor, Small Jury Room
521 Vermont
Quincy, IL 62301

Springfield

Chapter 7, 11, 12, 13: Illinois Building
607 E. Adams Street
1st Floor
Springfield, IL 62701

CENTRAL DISTRICT OF ILLINOIS TRUSTEES

CHAPTER 7

Glen R. Barmann, 200 E. Court Street, Kankakee, IL 60901
(815) 939-1133

Marsha L. Combs-Skinner, 108 S. Broadway, Newman, IL 61942
(217) 837-9730

Charles Covey, 700 Commerce Bank Building, Peoria, IL 61602
(309) 673-3807

A. Clay Cox, P.O. Box 3067, Bloomington, IL 61702-3067
(309) 828-7331

James R. Inghram, Bank of America Bldg., 529 Hampshire Street, Suite 409, Quincy, IL 62301
(217) 222-7420

Mariann Pogge, 3300 Hedley Road, Springfield, IL 62711
(217) 793-7412

Gary Rafool, 411 Hamilton Boulevard #1600, Peoria, IL 61602
(309) 673-5535

Jeffrey D. Richardson, 132 S. Water St., Suite 444, Decatur, IL 62523
(217) 425-1515

John L. Swartz, 1 W. Old State Capitol Plz, #600, P.O. Box 2117, Springfield, IL 62705
(217) 525-1571

Kristin L. Wilson, 600 Jackson Avenue, Charleston, IL 61020
(217) 345-3929

CHAPTER 12 Michael Clark, 401 Main Street, Ste. 1130, Peoria, IL 61602-1241
(309) 674-6137

CHAPTER 13 Marsha L. Combs-Skinner, 108 S. Broadway, Newman, IL 61942
(217) 837-9730

Michael Clark, 401 Main Street, Ste. 1130, Peoria, IL 61602-1241
(309) 674-6137

John H. Germeraad, P.O. Box 257, Petersburg, IL 62675
(217) 632-4346

UNITED STATES TRUSTEE

Nancy J. Gragula
United States Trustee
Becker Building, Room 1100
401 Main
Peoria, IL 61602
(309) 671-7854

COMMONLY USED FEDERAL AND STATE AGENCY ADDRESSES

For all Chapters

Internal Revenue Service
P.O. Box 7346
Philadelphia, PA 19101-7346

When scheduling Veterans Administration
as a creditor, if no other address
available use

Veterans Administration
Regional Office
POB 8136
536 S. Clark
Chicago, IL 60680

When scheduling Farmers Home
Administration, Dept. of Agriculture,
ASCS - Farmers Home Administration, use as
an additional address

Farmers Home Administration
U.S. Dept. of Agriculture
Illini Plaza, Suite 103
1817 S. Neil St.
Champaign IL 61820

When scheduling Dept. of Agriculture,
ASCS - Farmers Home Administration,
ASCS, Commodity Credit Corp., use as an
additional address Springfield, IL 62794

USDA - IL State ASCS Office
2305 W. Monroe St., #1
POB 19273

When scheduling Federal Crop Insurance
Corp., use as an additional address

USDA - IL State ASCS Office
2305 W. Monroe St., #2
Springfield, IL 62794

When scheduling Federal Housing
Administration, use as an additional
address

Federal Housing Administration
Dept. of Housing & Urban Development
Washington, D.C. 20411

When scheduling State of IL for taxes
(R.O.T., Sales tax, Withholding tax,
Income Tax, or if tax not designated)

IL Dept. of Revenue
Bankruptcy Section
P.O. Box 64338
Chicago, IL 60664-0338

When scheduling State of IL for
unemployment taxes, payroll

IL Dept. of Employment Security
Insolvency/Bkcy Subunit
Field Audit Section
33 S. State St.
Chicago, IL 60603

also add:

Attorney General
33 S. State St.
Room 992
Chicago, IL 60603

When scheduling State of IL for franchise tax

State of IL
Corporation Dept.
Franchise Tax Div.
Springfield, IL 62706

When scheduling Dept. of Public Aid

IL Dept. of Public Aid
Bureau of Collections
Jesse B. Harris Bldg.
100 S. Grand Ave. East
Springfield, IL 62762

When scheduling State of IL student loan

IL State Scholarship Commission
1755 Lake Cook Rd.
Deerfield, IL 60015

When scheduling real estate and personal property taxes

County Collector
_____ County
_____, IL (zip code)

When debtor engaged in business of transporting persons or property, use as an additional address

Chief Counsel
Transportation Audits
GSA - General Law Division
Room 4124
Washington, D.C. 20405

When debtor is a land developer, use as an additional address

Dept. of Housing & Urban Development
Office of Interstate Land Sales Registration
Washington, D.C. 20410

When scheduling a component of U.S. Army, use as an additional address

Commander
U.S. Army Finance & Acctg Center
Attn: FINCL
Indianapolis, IN 46249

When scheduling a component of U.S. Navy, use as an additional address

Department of Navy
Navy Finance Center
Federal Bldg.
Cleveland, OH 44199

When scheduling Economic Development Administration (Economic Development Administration, U.S. Dept. of Commerce, EDA), use as an additional address

Ass't Chief Counsel for Litigation and Liquidation
Economic Development Administration
Room 7106
U.S. Dept. of Commerce
Washington, D.C. 20230

When scheduling U.S. Postal Service, use
as an additional address

Postmaster General
U.S. Postal Service
475 L'Enfant Plaza
Washington, D.C. 20260

When scheduling a debt to the United States
other than for taxes BR 2002(j)

Name of Agency
c/o U.S. Attorney
318 South Sixth Street
Springfield, IL 62701-1626

SEARCH FEE GUIDELINES

You are encouraged to call the free computer line (VCIS), use PACER, or obtain free information in person with the use of Computer Terminals in each staffed office.

**ALL REQUESTS MUST BE IN WRITING or IN PERSON
NO INFORMATION WILL BE GIVEN BY PHONE**

SEARCH FEE OF \$30.00 (paid in advance)

Any request requiring a physical search of court records in computer or in the case file by Deputy Clerk is considered a Search of Record and requires a \$30.00 fee plus \$.50 per page of copywork paid in advance for:

All written requests; (See exceptions under "No Search Fee")

Information whether an entity is listed as a creditor;

Copies of petition, schedules, and other documents;

All in-person requests if Deputy Clerk must search the file for information. *No search fee if deputy retrieves file for person to view or if documents to be copied have been marked with paper clips by requesting party.*

NO SEARCH FEE TO OBTAIN:

Case Number when exact name of debtor is provided;

Date bankruptcy filed when exact name of debtor is provided;

Name of debtor when case number is provided;

Social Security number of debtor;

Whether case was filed as a voluntary case or an involuntary case;

Chapter Number of originally filed case;

Name of Debtor's Attorney;

Name of Trustee;

Whether the case is an Asset Case or a No Asset Case;

Date No Asset Report filed;

Date Final Report filed;

Date Discharge issued;

Date, Time and Place of Sec. 341 Meeting;

General Status of Case - Pending or Closed;

Date Notice of Appeal filed, if applicable.

COPYWORK POLICY

Copy requests may be made in writing, by fax or in person at the appropriate clerk's office.

ALL COPY WORK MUST BE PREPAID

See Payment by Check or Cash

Also see Search Fee Guidelines

WRITTEN REQUESTS

The exact document(s) must be identified. You will be notified of the number of pages involved and the cost at \$.50 per page plus \$30.00 search of record fee. Mail payments must be made by business check, money order or cashier's check. Upon receipt of payment, copy work will be mailed to you. Be certain you include a self addressed envelope.

FAX REQUESTS

Requests for copywork may be faxed to the following numbers:

Danville	217-431-2694
Peoria	309-671-7076
Springfield	217-492-4556

IN PERSON REQUESTS

Any request requiring a physical search of court records by the Clerk or a Deputy Clerk is considered a Search of Record and requires a \$30.00 fee. No search fee if deputy retrieves file for person to view or if documents to be copied have been marked with paper clips by requesting party. Exact change is required.

Copies can usually be obtained when requested, unless we are extremely busy or several copies are requested.

ARCHIVED CASES

To view and/or order bankruptcy case records stored at the National Archives (Chicago), you must first contact the Clerk's office for information re: specific location of your case. For more information:

<http://archives.gov/great-lakes/public/courts-chicago.html>

PAYMENT BY CHECK OR CASH

Submit Money Order, Certified Check, Bank Cashier Check, or Business Check ONLY.

CHECKS:

Make payable to: Clerk, U.S. Bankruptcy Court

or

U.S. Bankruptcy Court

NOT ACCEPTED:

Personal Check

Third Party Check

Blank Check

Unsigned Check

Incorrect Amount - amount must be **EXACT**

Numerical Figure and Written Amount do not agree

Postdated Check

Check made payable to an unacceptable party - *See above*

*****NOTE***** - *There is a \$53.00 service charge on all returned checks.*

CASH:

No Foreign Money accepted.

Must be **EXACT AMOUNT** only. We do not make change.

Cash payments accepted only in person at the counter.

Cash received in mail will be promptly returned.

INFORMATION ON ORDERING A TRANSCRIPT

Springfield Office

Requests for transcripts of proceedings held after 2/2007 must be submitted on the Transcript Order Form at http://jnet.ao.dcn/img/assets/4644/AO_435_0308.pdf. Please complete items 1-19 and return the form to the Bankruptcy Clerk's Office. Upon receipt of the completed form, you will be notified of the cost for the transcript. PREPAYMENT IS REQUIRED BEFORE ANY ORDER WILL BE PROCESSED.

Requests for transcripts of proceedings held between 11/2000 and 2/2007 must be sent directly to:

Carla Boehl
17804 Edwards Rd
Virden, IL 62690
217-528-6964

Please contact the Bankruptcy Clerk's Office at 217-492-4551 if you have questions regarding the procedures for ordering a transcript.

Peoria Office

Requests for transcripts must be submitted on the Transcript Order Form at http://jnet.ao.dcn/img/assets/4644/AO_435_0308.pdf. Please complete items 1-19 and return the form to the Bankruptcy Clerk's Office. Upon receipt of the completed form, you will be notified of the cost for the transcript. PREPAYMENT IS REQUIRED BEFORE ANY ORDER WILL BE PROCESSED.

Tape recordings of certain judicial hearings may be ordered by submitting your request in writing to the Bankruptcy Clerk's Office. You will then be notified of the total cost (\$30.00 per tape). The Bankruptcy Clerk's Office does not transcribe tapes.

Please contact the Bankruptcy Clerk's Office at 309-671-7035 if you have questions regarding the procedures for ordering a transcript.

Danville Office

Requests for transcripts of proceedings held after 4/18/95 must be submitted on the Transcript Order Form at http://jnet.ao.dcn/img/assets/4644/AO_435_0308.pdf. Please complete items 1-19 and return the form to the Bankruptcy Clerk's Office. Upon receipt of the completed form, you will be notified of the cost for the transcript. PREPAYMENT IS REQUIRED BEFORE ANY ORDER WILL BE PROCESSED.

Tape recordings of certain judicial hearings may be ordered by submitting your request in writing to the Bankruptcy Clerk's Office. You will then be notified of the total cost (\$30.00 per tape). The Bankruptcy Clerk's Office does not transcribe tapes.

Requests for transcripts of proceedings held prior to 4/18/95 must sent directly to the Court Reporter as indicated below:

For proceedings held in Danville or Paris

Maninfor Court Reporting
PO Box 1036
Mattoon, IL 61938
217-235-1127

For proceedings held in Kankakee

Gayla J. Meneghetti
473 Parkway #2
Sherman, IL 62684
217-496-3504

Please contact Evette Phillpott or Rex Phillips at the Bankruptcy Clerk's Office, 217-431-4820, if you have questions regarding the procedures for ordering transcripts or tapes.

PACER
(Public Access to Court Electronic Records)

Web Version

Introduction

PACER is available on the Internet in a web-based format.

Note: Each court controls its own computer system and case information database; therefore, there will be some variations among jurisdictions as to the information offered.

Persons interested in utilizing this service must first register with the PACER Service Center at 800 676-6856. The website for the PACER Service Center is: <http://pacer.uscourts.gov/>

There is a charge of \$.10/page for information retrieved from this site. A user is not billed until charges of \$15 in a quarterly billing cycle have accrued. **Most *one-time users* would not accrue enough charges to be billed for copies.** You will find a full explanation of charges on the PACER website as well as directions for registration.

For more information: <http://www.ilcb.uscourts.gov/bkusergd.html>

REGISTRY OF MAILING ADDRESSES FOR STATE & GOVERNMENTAL UNITS

- * Illinois Attorney General**
33 S. State Street, Room 993
Chicago, IL 60603
- * Illinois Attorney General**
Revenue Litigation
500 S. 2nd Street
Springfield, IL 62701
- * U.S. Attorney General**
Office of Attorney General
10th and Constitution Avenues NW
Washington, DC 20530
- * U.S. Attorney**
318 South Sixth Street
Springfield, IL 62701
- * Illinois Capital Development Board**
Chief Counsel
401 S. Spring St., 3rd Floor
Springfield, Illinois 62706
- * Illinois Department of Human Services**
General Counsel
100 W. Randolph, Suite 6-400
Chicago, Illinois 60601
- * Illinois Department of Natural Resources**
Chief Legal Counsel
1 Natural Resources Way
Springfield, Illinois 62703
- * Illinois Department of Public Aid**
William C. Kurylak
Office of General Counsel
401 South Clinton Street, 6th Floor
Chicago, Illinois 60607
- * Illinois Department of Public Health**
Division of Legal Services
Attn: Bankruptcy Notice
535 West Jefferson, 5th Floor
Springfield, Illinois 62761
- * Texas Workforce Commission**
Bankruptcy Unit, Rm 556
101 E. 15th St.
Austin, TX 78778-0001
- * Illinois Department of Employment Security**
Insolvency/Bkcy Subunit
Field Audit Section
33 S. State St. 10th Floor
Chicago, IL 60603
- * Treasurer of the State of Illinois**
Office of the State Treasurer
Legal Department
James R. Thompson Center
100 W. Randolph Street
Suite 15-600
Chicago, Illinois 60601
- * U.S. Securities and Exchange Commission**
175 W. Jackson Blvd., Suite 900
Chicago, IL 60604
- * Illinois Department of Revenue**
Bankruptcy Section
P.O. Box 64338
Chicago, IL 60664-0338
- * Internal Revenue Service**
P.O. Box 7346
Philadelphia, PA 19101-7346
- * Mississippi State Tax Commission**
Bankruptcy Section
P.O. Box 22808
Jackson, MS 39225-2808
- * U. S. Environmental Protection Agency**
Richard L. Nagle
Bankruptcy Contact
US EPA Region 5 Mail Code: C-14J
77 W. Jackson Blvd.
Chicago, IL 60604
- * California Franchise Tax Board**
Service of Adversary Proceedings:
Chief Counsel
Franchise Tax Board
c/o General Counsel Section
P.O. Box 1720, MS: A-260
Rancho Cordova, CA 95741-1720
- Bankruptcy Code §505 Requests:**
Franchise Tax Board
Bankruptcy Section, MS: A-340
P.O. Box 2952
Sacramento, CA 95812-2952
- All Other Service and Notices:**
Franchise Tax Board
Bankruptcy Section, MS: A-340
P.O. Box 2952
Sacramento, CA 95812-2952

McVCIS
(Multi-Court Voice Case Information System)
and
VCIS
(Voice Case Information System)

INTRODUCTION

McVCIS and VCIS are services provided by the federal bankruptcy courts which allows you to get information about any pending bankruptcy case filed in the Central District of Illinois by using a standard touch tone telephone. The newer service, McVCIS, also allows you to search for case information in numerous other federal bankruptcy courts. VCIS will be phased out sometime in 2012. Therefore, we encourage the use of McVCIS.

I. McVCIS

By dialing toll free 866-222-8029 from a touchtone phone, you may determine whether a party has filed for bankruptcy, and gain a considerable amount of case information. The service is available at all times. The information available includes debtor(s)' name(s), date of filing, chapter, attorney for the debtor, trustee (if any), date and time of the pending Sec. 341 Meeting, date of discharge, date of case closing, and general case status, such as "Awaiting 341 Meeting" or "Awaiting Discharge Order." Simply enter the debtor's name, last name first, using up to ten characters, and hit the # sign. Punctuation is irrelevant, and we recommend that you use all 10 characters allotted. If the debtor is a corporation, enter the first ten characters of the debtor's name and hit the # sign.

EQUIPMENT NEEDED

A touch-tone telephone

HOURS

The system is available 24 hours every day.

HOW TO USE McVCIS

To use McVCIS, simply follow these instructions:

1. For cases filed January 1, 2004 through the current date - Dial 866-222-8029.
2. For most cases closed prior to January 1, 2004, see the instructions below for **VCIS**.

3. When prompted to enter the state and division, say “Illinois Central”

4. Press 1 for instructions on how to use this system or say “help”, press 2 to search by case number or say “case number”, press 3 to search by participant’s name or same “name”, press 4 to search by participant’s social security or say “social security number”.

II. VCIS

This is the legacy system that will be removed sometime in 2012. Please only use this system if you are having difficulty learning the new McVCIS system.

When you call the VCIS number, the phone is answered and a pre-recorded message similar to the following is played: Welcome to the Voice Case Information System for the United States Bankruptcy Court for the Central District of Illinois. Choose one of the following options. Press 1 for instructions on how to use this system, press 2 to search by case number, press 3 to search by participant’s name, press 4 to search by participant’s social security, tax ID, employer identification, or individual tax identification number.

For any option, enter data using the keys on your touch tone phone. For numbers, use the keys 0-9. For letters, use the key with the letter above it. Use 1 for the letters Q and Z. For a name search, enter the letters of the name followed by the (#) pound sign. Pressing (*) star at any time will allow you to begin a new request.

A few seconds after you punch the “#” (pound) button after you’ve finished entering information, the computer will give you the most current information available about that case.

VCIS provides the following information for bankruptcy cases:

- 1) Case number
- 2) Debtor names
- 3) Social security, tax ID, employer identification, individual tax identification number - last 4 digits only
- 4) Date the case was opened or reopened
- 5) Voluntary or involuntary case filing
- 6) Chapter of case filing
- 7) Business or consumer
- 8) Attorney name and phone number if one exists
- 9) Date converted and converted chapter
- 10) Trustee name if one exists
- 11) Judge name
- 12) Case status
- 13) First Meeting of Creditors, date, time and location, if pending
- 14) Last date to file a claim
- 15) Discharge date if one exists
- 16) Date the case was closed
- 17) Disposition
- 18) Asset status

VCIS provides the following information for adversary proceedings:

- 1) Case number
- 2) Case type
- 3) Case short title
- 4) Date filed
- 5) Attorney name and phone number for the plaintiff
- 6) Judge name
- 7) Case status
- 8) Date closed
- 9) Reopen date
- 10) Previous close date
- 11) Disposition

EQUIPMENT NEEDED

A touch-tone telephone

HOURS

The system is available 24 hours every day.

HOW TO USE VCIS

To use VCIS, simply follow these instructions:

1. For cases filed January 1, 2004 through the current date - Dial 217-492-4550 in Springfield, or toll free 800-827-9005 outside of Springfield.
2. For most cases closed prior to January 1, 2004 - Dial 217-492-4557.
3. Press 1 for instructions on how to use this system, press 2 to search by case number, press 3 to search by participant's name, press 4 to search by participant's social security, tax ID, employer identification, or individual tax identification number.
4. Press the # (pound) key when instructed to tell the computer you're finished entering a party name.

GENERAL INFORMATION

LOCAL RULES

There are no local rules in the Central District of Illinois Bankruptcy Court. The local rules of the U.S. District Court for the Central District of Illinois and the Federal Rules of Bankruptcy Procedure apply. The local District Court rules can be found at <http://www.ilcd.uscourts.gov/>. District Court's local rules may also be obtained in person at one of the District Clerk's offices or by submitting a stamped, self addressed 9½" x 12" envelope with \$4.95 postage prepaid to U.S. District Court, 151 U.S. Courthouse, 600 E. Monroe Street, Springfield, Illinois 62701.

INSTRUCTION PAMPHLETS AVAILABLE

There are pamphlets available in each of the divisional offices which briefly outline the basic information, filing requirements, and guidelines for preparing the creditor matrix for Chapter 7 and Chapter 13 bankruptcies.

EMERGENCY FILINGS

For emergency filings when the Clerk's office is not open, contact the Clerk of Court, Khadijia V. Thomas at 217-299-4659.

SETTING MATTERS FOR HEARING

The Clerk's office will set matters for hearing on the first available court date. There is no need to formally request a hearing.

DISCHARGE ORDERS

Unless an objection has been filed, discharge orders will be mailed approximately eight weeks from the date the first meeting of creditors was originally set.

AMENDMENTS

When submitting amendments to the matrix, lists or schedules D, E, or F, please submit only the changes.

BANKRUPTCY NOTICING CENTERS AND UNDELIVERABLE MAIL

Many of our notices including 341 Notices and Discharges are now produced and mailed from the Bankruptcy Noticing Centers in Virginia and Utah. For this reason, the documents are being received several days later than the ones which are mailed locally. It is the responsibility of the Attorney for the Debtor to readdress and re-send undeliverable mail and then notify the Court as to any changes of address.

ASSEMBLING NEW CASE PDFS AND ADDITIONAL CM/ECF INFORMATION AND TIPS

Click here : http://www.ilcb.uscourts.gov/CMECF/general_tips.htm