



Bankruptcy Bits & Pieces

January/February 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

EFFECTIVE DECEMBER 1, 2014

Amended Bankruptcy Forms

Several amendments to the Official Bankruptcy Forms took effect on December 1, 2014: At its September 2014 session, the Judicial Conference approved revisions to the Official Bankruptcy Forms 3A, 3B, 6 Summary, 17 (to become 17A), 22A (to become 22A-1, 22A-ISup, and 22A-2), 22B, and 22C (to become 22C-1 and 22C-2), and new Forms 17B and 17C. The amended forms are provided on the court's internet page at www.ilcb.uscourts.gov/forms. Previous versions of the forms should not be filed. It is imperative that the amended forms be filed to avoid case deficiency notices and potential delays in case processing. Copies of the pending changes in the Bankruptcy Forms and Committee Notes can be found at: <http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms/BankruptcyFormsPendingChanges.aspx>. For questions regarding the amended forms, please contact the Clerk's Office.

Debtor Electronic Bankruptcy Noticing (DeBN) Update

DeBN is now LIVE nationally! DeBN is a free service that allows debtors to receive court notices and orders via email, instead of U.S. mail, resulting in faster (same-day) delivery and convenient access.

Update to DeBN: Effective January 12, 2015, debtors are no longer required to click a link to activate their account or to confirm updates. DeBN accounts will be automatically activated or updated once the Clerk's Office creates or updates the account. This change in procedure will greatly assist in getting debtor accounts activated at the initiation of their case filing so they are able to receive all notices and orders.

The DeBN Request Form has also been updated and is available on the Court's website.

Signing up for DeBN is quick and easy:

1. Complete and file the DeBN Request Form
2. Clerk's Office creates the account (account activation is automatic)
3. Debtor thereafter will receive court notices and orders via email

To access the DeBN Request Form, or for additional information, please visit the court's website at www.ilcb.uscourts.gov/debn.

Judge Perkins' Telephone Conferences/Hearing Protocol

EFFECTIVE DECEMBER 15, 2014

Attorneys are required to call the AT&T TeleConference Center at the toll free number provided in the hearing notice for all phone conferences with Judge Thomas Perkins.

Participants must follow this court's mandatory telephone conference instructions which are available at www.ilcb.uscourts.gov and select Court Info.

Plans/Amended Plans

Reminder: 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's not included in the pdf of the plan. The Clerk's Office includes a copy of the pdf of the plan when the objection notice is mailed. Attaching unnecessary pages increases the mail costs to the Court. Thank you!



Fee for Motion to Redact

Effective December 1, 2014, a new \$25 filing fee will be charged to file a Motion to Redact. The fee is \$25 per affected case and is applicable to both open and closed cases. The Judicial Conference did approve an amendment to the language of the reopening fee which provides that the reopening fee must not be charged if the case is being reopened to redact a record already filed in a case if redaction is the only reason for the reopening. See our website for all updated filing fees.

Receive Notices of Electronic Filing at Multiple Email Addresses

Along with a primary email address, an e-filer may add additional addresses for other persons in their firm to receive the Notice of Electronic Filing (NEF). This may be particularly helpful during times when you are out of the office and unable to read your emails frequently. You may also find it beneficial to have a secondary email address that is on a different email program (Outlook, Gmail, Yahoo, Hotmail, etc.) to ensure timely receipt of NEFs if your primary email service goes down.

To add multiple, secondary email addresses:

- Log into CM/ECF (not PACER)
- Go to Utilities > Maintain Your ECF Account (under Your Account)
- Click Email information...
- Enter your secondary email address (if entering more than one secondary email address, separate the addresses by hitting the enter key after each address – don't separate the addresses with semi-colons)
- Under 'Send the notices specified below,' make sure both boxes are checked to send to primary and secondary addresses
- Click Return to Account screen > Submit (on next screen)
- You will see a receipt screen indicating the changes were accepted.

No Ex Parte Contacts

To ensure fairness to all parties, Canon 3 of the Code of Conduct for United States Judges bars judges from considering ex parte communications. Similarly, Federal Rule of Bankruptcy Procedure 9003 prohibits parties to a case and individuals associated with parties to a case from engaging in ex parte communications with judges.

CALENDAR YEAR STATISTICS

CENTRAL DISTRICT OF ILLINOIS FILINGS—CALENDAR YEAR 2014

Division	Ch. 7	Ch. 11	Ch. 12	Ch. 13	Total
Peoria	1642	21	1	589	2253
Danville/ Urbana	1285	1	0	206	1492
Spring- field	1956	4	0	317	2277
Total	4883	26	1	1112	6022

ECF Filing Tips of The Day...

Service of Pleadings

All pleadings should contain a certificate of service evidencing that the pleading has been served electronically, by mail, or by some other disclosed method on the parties and attorneys entitled to receive notice of the pleading. The fact that the Clerk of Court schedules and sends notice of all hearings and objection dates does not relieve the filer of a pleading of the obligation to serve the pleading as otherwise required.

For all contested matters as defined by Bankruptcy Rule 9014, the motion or request must be served in compliance with Bankruptcy Rule 7004. Corporations must be served as required under Rule 7004(b)(3) on an officer, managing or general agent, or on any agent authorized by appointment or by law to receive service of process. Insured depository institutions must be served as required under Rule 7004(h).

For cases before Judge Gorman, when the certificate of service of a motion, notice, or other document indicates service on a person or entity not included on the mailing matrix, then the movant will also be required to serve the objection notice or hearing notice, if any, on those parties not included on the mailing matrix, and to file a certificate of service evidencing compliance with the Bankruptcy Rules.

EBN

The U.S. bankruptcy courts offer the bankruptcy community Electronic Bankruptcy Noticing (EBN). EBN is a **FREE** service that allows court notices to be transmitted electronically, delivering them faster and more conveniently. Electronic noticing has the following

advantages:

- You can receive electronic notices faster. They are sent on the same day they are produced at the court.
- You can access your court notices 24/7.
- Court notices that would be mailed to multiple locations can be routed to a centralized address.
- Storing notices to your computer means you never lose a paper copy.
- Court notices can easily be forwarded around the office or to your attorney.

ANNOUNCEMENT OF VALUE-ADDED FEATURE: By selecting email for your court notices, you can now take advantage of another great feature - XML! Through XML, you can extract case data such as the debtor's name and case number, from the PDF notices sent to you. This enables you to automate the processing of data effectively and efficiently, while allowing you to save the PDF images for archives/records retention purposes.

Click [here](#) for more information

Court Closures

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

January 19, 2015

February 16, 2015



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