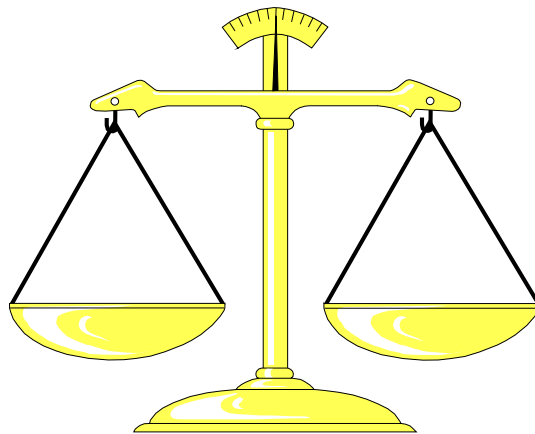


UNITED STATES BANKRUPTCY COURT  
CENTRAL DISTRICT OF ILLINOIS  
MANUAL FOR PRACTITIONERS



KHADIJIA V. THOMAS, CLERK

Revised January 12, 2015

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. ....  | <a href="#">4</a>  |
| SPECIAL NOTICES AND ALERTS. ....   | <a href="#">4</a>  |
| BANKRUPTCY FEE SCHEDULE.....   | <a href="#">5</a>  |
| LOCATIONS OF SECTION 341 MEETINGS.....                                       | <a href="#">6</a>  |
| URBANA DIVISION .....  | <a href="#">6</a>  |
| PEORIA DIVISION.....   | <a href="#">7</a>  |
| SPRINGFIELD DIVISION.....  | <a href="#">8</a>  |
| CENTRAL DISTRICT OF ILLINOIS TRUSTEES. ....                                  | <a href="#">9</a>  |
| CHAPTER 7. ....  | <a href="#">9</a>  |
| CHAPTER 12. ....   | <a href="#">10</a> |
| CHAPTER 13. ....   | <a href="#">10</a> |
| UNITED STATES TRUSTEE.....   | <a href="#">10</a> |
| COMMONLY USED FEDERAL AND STATE AGENCY ADDRESSES.....                        | <a href="#">11</a> |
| SEARCH FEE GUIDELINES.....   | <a href="#">14</a> |
| COPYWORK POLICY.....   | <a href="#">15</a> |
| WRITTEN REQUESTS. ....   | <a href="#">15</a> |
| EMAIL REQUESTS.....  | <a href="#">15</a> |
| IN PERSON REQUESTS.....  | <a href="#">15</a> |
| ARCHIVED CASES.....  | <a href="#">15</a> |
| PAYMENT BY CHECK OR CASH.....  | <a href="#">16</a> |
| <b>INFORMATION ON ORDERING A TRANSCRIPT.....</b>                             | <a href="#">17</a> |
| <b>PACER. ....</b>   | <a href="#">18</a> |
| REGISTRY OF MAILING ADDRESSES FOR STATE & GOVERNMENTAL UNITS.....            | <a href="#">19</a> |
| McVCIS .....   | <a href="#">20</a> |
| HOW TO USE THE McVCIS .....  | <a href="#">20</a> |
| GENERAL INFORMATION. ....  | <a href="#">21</a> |
| LOCAL RULES.....   | <a href="#">21</a> |
| INSTRUCTION PAMPHLETS AVAILABLE.....   | <a href="#">21</a> |
| EMERGENCY FILINGS.....   | <a href="#">21</a> |
| SETTING MATTERS FOR HEARING.....   | <a href="#">21</a> |
| DISCHARGE ORDERS. ....   | <a href="#">21</a> |
| AMENDMENTS.....  | <a href="#">21</a> |
| BANKRUPTCY NOTICING CENTERS AND UNDELIVERABLE MAIL.....                      | <a href="#">21</a> |
| ASSEMBLING NEW CASE PDFS AND<br>ADDITIONAL CM/ECF INFORMATION AND TIPS. .... | <a href="#">21</a> |
| DeBN .....   | <a href="#">22</a> |

## OFFICE OPERATIONS

|                     | <u>URBANA COURT</u>   | <u>PEORIA COURT</u>  |
|---------------------|---|--|
| Judge:              | Mary P. Gorman, Chief Judge<br>(Ch. 7s & 11s)<br>Thomas L. Perkins (Ch. 12 & 13s) | Thomas L. Perkins<br>William V. Altenberger                          |
| Address:            | 203 United States Courthouse<br>201 South Vine Street,<br>Urbana, IL 61801        | 216 Federal Building<br>100 N.E. Monroe Street<br>Peoria, IL 61602   |
| Phone:              | 217/974-7330  | 309/671-7035   |
| Office Hours:       | Monday through Friday<br>8:00 a.m. - 5:00 p.m.                                    | Monday through Friday<br>8:00 a.m. - 5:00 p.m.                       |
| Operations Manager: | Linda Blough  | Michelle Heitzman  |
|                     | <u>SPRINGFIELD COURT</u>  | <u>CLERK OF THE COURT</u>  |
| Judge:              | Mary P. Gorman, Chief Judge   | Khadijia V. Thomas   |
| Address:            | 226 U.S. Courthouse<br>600 E. Monroe Street<br>Springfield, IL 62701              | 226 U.S. Courthouse<br>600 E. Monroe Street<br>Springfield, IL 62701 |
| Phone:              | 217/492-4551  | Phone: 217/492-4551  |
| Office Hours:       | Monday through Friday<br>8:00 a.m. - 5:00 p.m.                                    |  |
| Operations Manager: | Gerald Miller   | Chief Deputy Clerk: Jeff Gustafson                                   |
| <u>McVCIS</u>       | Phone: 866-222-8029   |  |

## 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](http://www.ilcb.uscourts.gov)

\* A recorded voice message re: closing or delays will also be available by calling the main office phone numbers: Urbana 217-974-7330, Peoria 309-671-7035, Springfield 217-492-4551

\* 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](http://www.ilcb.uscourts.gov) under the Court Info tab.

## LOCATIONS OF SECTION 341 MEETINGS

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

### URBANA DIVISION

Case numbers \_\_-9\_\_

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

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

Addresses of §341 Meeting Locations:

#### Urbana

Urbana City Building  
City Council Chambers  
400 S. Vine Street  
Urbana, IL 61801

#### Paris

Edgar County Courthouse  
115 W. Court  
Paris, IL 61944

#### Kankakee

Kankakee County Health Department  
(Administrative/Environmental Entrance)  
Conference Room  
2390 W. Station Street  
Kankakee, IL 60901

## **PEORIA DIVISION**

Case numbers \_\_-8\_\_

| <b><u>County</u></b> | <b><u>Location of §341 Meeting</u></b> |
|----------------------|--|
| 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

| <b><u>County</u></b> | <b><u>Location of §341 Meeting</u></b> |
|----------------------|--|
| 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

### **Rock Island**

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

### **Galesburg - Chapter 7 only**

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

### **Monmouth - Chapter 13 only**

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

## SPRINGFIELD DIVISION

| <u>County</u> | <u>Location<br/>of §341 Mtg.</u> | <u>County</u> | <u>Location<br/>of §341 Mtg.</u> | <u>County</u> | <u>Location<br/>Of §341 Mtg.</u> |
|---------------|----------------------------------|---------------|----------------------------------|---------------|----------------------------------|
| Adams         | Quincy                           | DeWitt:       |                                  |               |                                  |
| Brown         | Quincy                           | Clinton       | Decatur                          | Macon         | Decatur                          |
| Cass          | Springfield                      | DeWitt        | Decatur                          | Macoupin      | Springfield                      |
| Christian:    |                                  | Farmer City   | Bloomington                      | Mason         | Springfield                      |
| Assumption    | Decatur                          | Kenney        | Decatur                          | McLean        | Bloomington                      |
| Bulpitt       | Springfield                      | Lane          | Decatur                          | Menard        | Springfield                      |
| Clarksdale    | Springfield                      | Wapella       | Bloomington                      | Montgomery    | Springfield                      |
| Dunkel        | Decatur                          | Waynesville   | Bloomington                      | Morgan        | Springfield                      |
| Edinburg      | Springfield                      | Weldon        | Decatur                          | Pike          | Quincy                           |
| Hewittsville  | Springfield                      | Greene        | Springfield                      | Sangamon      | Springfield                      |
| Jeiseyville   | Springfield                      | Logan:        |                                  | Schuyler      | Quincy                           |
| Kincaid       | Springfield                      | Atlanta       | Bloomington                      | Scott         | Quincy                           |
| Langleyville  | Springfield                      | Beason        | Decatur                          | Shelby        | 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                      |               |                                  |
| Willey's      | 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, 5<sup>th</sup> 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  
1<sup>st</sup> Floor  
Springfield, IL 62701



## **CENTRAL DISTRICT OF ILLINOIS TRUSTEES**

### **CHAPTER 7**

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

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

Roger L. Prillaman, 220 West Main Street, Urbana, IL 61801  
(217) 384-1300

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

Jeana K. Reinbold, P.O. Box 7315, Springfield, IL 62791  
(217) 801-4090

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

Pamela S. Wilcox, P.O. Box 1806, Galesburg, IL 61402  
(309) 341-6036

**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. Gargula  
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

### **USDA - IL State ASCS Office**

2305 W. Monroe St., #1  
POB 19273  
Springfield, IL 62794

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**

There are several ways to obtain copies of documents:

### **Print Electronic Records from your Personal Computer using PACER**

You may print copies of documents, download documents to your own computer or search information in your case. The PACER system is available days, nights and weekends.

You must register to become a user at the PACER website (<http://www.pacer.gov>). There is a fee for copies of \$.10 per page. A user is not billed until charges of \$15 in a quarter 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

### **Print Electronic Records at the Clerk's Office from Public Computer Terminals**

You can print electronic records from the PACER (Public Access to Court Electronic Records) computer terminals located in each of our three offices. You will be charged \$.10 cents per page. **Please note, the Clerk's Office can only accept EXACT CHANGE and cannot make or give change.**

### **Submit a Written Request by Email or Mail**

You may send a written request for copies by email or mail to the office where your case was filed:

Copywork\_Urb@ilcb.uscourts.gov  
Copywork\_Peo@ilcb.uscourts.gov  
Copywork\_Spr@ilcb.uscourts.gov

Your request must include:

Your name

The case number or name of debtor(s)

A description of the copies requested or document numbers

Once we receive your request, we will send you a statement of charges for the copywork. You will be charged \$.50 per page for copies. If your request requires a search of the records, a \$30.00 search fee is required.

After you receive the statement of charges, mail payment to the Clerk's Office via money order, cashier check, or company/firm check made payable to: Clerk, U.S. Bankruptcy Court. The Clerk's Office does not accept personal checks or cash through the mail.

After we receive payment, copies will be made and sent to you via email or first class mail. Please specify how you would like copies returned to you and provide the necessary information to do so. **Please note: If you choose to have copies returned to you by email, your receipt will be sent by email as well.**

### **ARCHIVED CASES**

Cases closed prior to 2004 are stored in the Federal Records Center (FRC) in Chicago and copies may be obtained directly from the FRC. Contact the Clerk's Office to obtain location information.

## **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://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO435.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  
217-965-3006

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://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO435.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.

### Urbana Office

Requests for transcripts of proceedings held after 4/18/95 must be submitted on the Transcript Order Form at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO435.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 be sent directly to the Court Reporter as indicated below:

For proceedings held in Urbana or Paris  
Maninfor Court Reporting  
PO Box 1036  
Mattoon, IL 61938  
217-235-1127

For proceedings held in Kankakee  
Contact the Clerk's Office in  
Urbana

Please contact the Bankruptcy Clerk's Office, 217-974-7330, 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/obtaining-copies-documents-bankruptcy-case-file>

# 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.  
Second Street Springfield,  
IL 62701

**\* U.S. Attorney General**

U. S. Department of Justice 950  
Pennsylvania Avenue, NW  
Washington, DC 20530-0001

**\* 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  
PO 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

**11 U.S.C. §505(b) Requests**

Michigan Department of Treasury, Tax Policy Division ATTN:  
Litigation Liaison  
2nd Floor, Austin Building  
430 West Allegan Street  
Lansing, Michigan 48922

**Oklahoma Tax Commission**

Office of the General Counsel, Bankruptcy Section  
120 N. Robinson, Ste. 2000W  
Oklahoma City, OK 73102

**McVCIS**  
**(Multi-Court Voice Case Information System)**

## **INTRODUCTION**

McVCIS is a service 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. McVCIS, also allows you to search for case information in numerous other federal bankruptcy courts.

### **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 current date - Dial 866-222-8029.
2. For most cases closed prior to January 1, 2004, contact the Clerk's Office for help.
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".

## **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.

### **CM/ECF INFORMATION AND TIPS**

Click the "ECF Helpdesk" tab from the court's website : <http://www.ilcb.uscourts.gov>

## DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN)

**Note: Only the court is authorized to send notices to the debtor through this DeBN program. All other parties, such as trustees and creditors, will continue to serve the debtor via U.S. mail or in person as required by court rules.**

The U.S. Bankruptcy Court for the Central District of Illinois now offers debtors the opportunity to request receipt of court notices and orders via email, instead of U.S. mail, through a program called “Debtor Electronic Bankruptcy Noticing” or “DeBN.”

**DeBN provides the following advantages:**

- **Faster** — You’ll receive notices the same day they are filed by the court.
- **Convenient** — Access your notices anywhere you have internet access.
- **No more lost paperwork** — Storing notices on your computer means never losing a paper copy.
- **Less paper clutter** — Helps the environment and reduces paper clutter in your home.
- **It is FREE!**

Pursuant to Federal Rule of Bankruptcy Procedure 9036, a party may make a written request for delivery of notices via email, instead of U.S. mail. Through the DeBN program, only notices and orders that have been filed by the court can be emailed to the debtor. Debtors requesting participation in the DeBN program must complete and file a Debtor’s Electronic Noticing Request (DeBN) form with the court where their case is filed.

Go to [www.ilcb.uscourts.gov/debn](http://www.ilcb.uscourts.gov/debn) for more information and to download the request form.