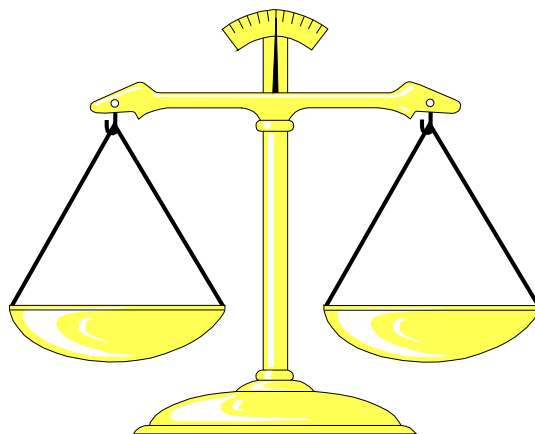


UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF ILLINOIS
MANUAL FOR PRACTITIONERS



ADRIENNE D. ATKINS, CLERK

Revised December 9, 2016

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.

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OFFICE OPERATIONS

	<u>URBANA COURT</u>	<u>PEORIA COURT</u>
Judge:	Mary P. Gorman, Chief Judge (Ch.7s & 11s) Thomas L. Perkins (Ch. 12 & 13s)	Thomas L. Perkins William V. Altenberger
Address:	203 United States Courthouse 201 South Vine Street, Urbana, IL 61801	216 Federal Building 100 N.E. Monroe Street Peoria, IL 61602
Phone:	217/974-7330	309/671-7035
Office Hours:	Monday through Friday 8:00 a.m. - 5:00 p.m.	Monday through Friday 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	Adrienne D. Atkins
Address:	226 U.S. Courthouse 600 E. Monroe Street Springfield, IL 62701	226 U.S. Courthouse 600 E. Monroe Street Springfield, IL 62701
Phone:	217/492-4551	Phone: 217/492-4551
Office Hours:	Monday through Friday 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

* 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 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
Conference Room
2390 W. Station Street
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		
Willeyes	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

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, P.O. Box 137, 611 6th Street,
Charleston, IL 61920
(217) 345-3079

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 9768,
Springfield, IL 62791 (217) 670-1741

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 \$31.00 (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 \$31.00 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 \$31.00 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
Viriden, 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 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, Adrienne D. Atkins at 217- 720-1881.

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.

UPDATE YOUR EMAIL ADDRESS

CM/ECF Users are required to maintain and update their personal information, including email addresses. Failure to maintain a current email address may result in the lockout of your CM/ECF filing account. See [Maintain User Information](#) for instructions.

CM/ECF INFORMATION AND TIPS

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

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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 for more information and to download the request form.