



Bankruptcy Bits & Pieces

March/April 2014

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

Danville Divisional Office to Move to Urbana June , 1 2014

Effective June 1, 2014, the United States Bankruptcy Court for the Central District of Illinois will move from Danville, Illinois to the United States Courthouse, 201 South Vine Street, Urbana, Illinois. The new Urbana Division will encompass the same geographic area as the current Danville Division.

Judge Gerald Fines has announced his retirement effective May 31, 2014. The judicial conference of the 7th Circuit has decided not to fill the vacancy caused by Judge Fines' retirement at this time. Upon Judge Fines' retirement, Chief Judge Mary P. Gorman will be assigned all Chapter 7 and 11 cases and related adversary proceeding pending in the Danville Division or filed thereafter in the Urbana Division. Judge Thomas L. Perkins will be assigned all Chapter 12 and 13 cases and related adversary proceedings then pending in the Danville Division or filed thereafter in the Urbana Division.

The exact date of the Clerk's Office move from Danville to Urbana has not been determined. Details about that move and the scheduling of hearings in Urbana by Judge Gorman and Judge Perkins will be posted as they become available.

ePOC (electronic Proof of Claim)

The United States Bankruptcy Court for the Central District of Illinois went live on July 1, 2013, with electronic filing of Proof of Claims (ePOC) which allows parties to file a claim without a login/password. The program will complete and file a proof of claim form based on the information you enter on the screen, and no separate proof of claim form (pdf) is required. ePOC can be accessed from our website (www.ilcb.uscourts.gov) by selecting "Electronic Proof of Claim".

A few things to keep in mind when completing the information on screen:

After entering the case number and creditor you will see a drop down box titled "Filed by". Click on the arrow and a list will be displayed. Select the appropriate filer at this time, i.e., Creditor, Creditor Attorney, Debtor, Debtor Attorney, or Trustee. The next screen that appears will either have the creditor you entered or state "creditor not listed". If the creditor is listed with an incorrect address, you will need to select the bullet for "Creditor not listed". At the next screen you will be able to type the address you wish to be added for this claim.

You may also attach supporting documentation regarding the claim. Remember attachments must be saved in PDF form and privacy information redacted prior to attaching. Under #7 you must select the "yes" radio button to attach documentation - system defaults to "no". The browse button to attach documentation will appear after you click the button "submit claim," browse and attach. If you have more than one attachment, select the button to add additional attachments until you have added all the attachments, then select File Proof of Claim.

Remember under section #8 to mark the appropriate box for who is filing the claim. If the claim is filed by the Debtor(s) Attorney place a check in the box that states I am the trustee, or the debtor, or their authorized agent. After filing the claim, a verification screen will appear with the claim number. You may click on the number with the hyperlink to view or print the filed claim.

You may also file a withdrawal of claim or a supplement to a claim, i.e., Notice of Mortgage Payment Change, Notice of Postpetition Fees, Expenses, and Charges or a Response to Notice of Final Cure Payment, by selecting the appropriate hyperlink on the ePOC Home Screen.

ECF Filing Tips of The Day...

Interactive PDFs

An interactive pdf document lets users enter or modify data that is in the pdf document fields. The process of transforming an interactive pdf document to a non-interactive pdf document is called flattening. What this means is that images, text boxes and other additions to the pdf become seamlessly integrated into the pdf, guaranteeing they will display on other users' computers and when printed. When a pdf document is flattened, a user cannot modify the data in the document fields. One reason to flatten a pdf document is to ensure that data cannot be modified.

Before filing your pdf with the court it must be made into a non-interactive document. To do this you need to 'print' to pdf prior to uploading to CM/ECF. This is different from 'Saving As pdf.' To view a demonstration of how to print a document to PDF [click here](#).

Opening a New Case

When opening a New Bankruptcy Case, we require bankruptcy case documents to be submitted in a certain order within the PDF. Please set your petition software (the setting is usually found in order of forms) to match How to Assemble Cases Before Saving to PDF. If you do not use petition software, please assemble your documents before scanning and saving to PDF. A useful chart is included on page 3.

Fee Changes Effective Dec. 1, 2013

At its September 2013 session, the Judicial Conference approved several changes to the federal court miscellaneous fee schedules, effective December 1, 2013:

A \$64 retrieval fee for the retrieval of one box of records from a Federal Records Center, National Archives, or other storage location. For retrievals involving multiple boxes, there is a \$39 fee for the retrieval of each additional box.

Change in terminology to encompass any payment returned or denied for insufficient funds, \$53.

A filing fee of \$176 for motions to sell property of the estate free and clear of liens under 11 U.S.C. §363(f).

Schedules I and J

Amendments to official bankruptcy forms 6I and 6J (Schedule I and J) took effect December 1, 2013. The forms include check boxes for an amended filing or a supplement to the filing. **Just a reminder**—there are two separate events—Amended Schedules (No Fee) for an amended filing, and Supplement to Schedule I/J for the supplement.

Court Closures

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

May 26, 2014

Springfield
2nd Floor Room 226
600 E. Monroe Street
Springfield, IL 62701

Court Locations

(217) 492-4551
Office Hours: 8 am–5pm

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

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

New Case Filing

Chapter 7:
File the following in the order listed as a single PDF:
Voluntary Petition
Exhibit D (completed by each individual debtors only)
Statement of Financial Affairs with Declaration
Summary of Schedules
Statistical Summary of Certain Liabilities (individual debtors only)
Schedules A-H
Schedules I & J (individual debtors) or
Schedule of Income and Expenditures (corporate debtor)
Declaration Concerning Debtor's Schedules
Statement of Intention (individual debtors only)
Disclosure of Attorney Compensation
Means Test – Form B22A (individual debtors only)
Separately file each of the following:
Statement of SSN (individual debtors only)
Certification of Credit Counseling (completed by each individual debtors only)
Disclosure of Corporate Ownership Statement (corporate debtor only)

Chapter 11:
File the following in the order listed as a single PDF:
Voluntary Petition
Exhibit D (completed by each individual debtors only)
Statement of Financial Affairs with Declaration
Summary of Schedules
Statistical Summary of Certain Liabilities (individual debtors only)
Schedules A-H
Schedules I & J (individual debtors) or
Schedule of Income and Expenditures (corporate debtor)
Declaration Concerning Debtor's Schedules
Disclosure of Attorney Compensation
Statement of Current Monthly Income – Form B22B (individual debtors only)
Separately file each of the following:
Balance Sheet (Small Business only)
Statement of Operations (Small Business only)
Cash Flow Statement (Small Business only)
Federal Income Tax Return (Small Business only)
List of 20 Largest Unsecured Creditors
List of Equity Security Holders
Statement of SSN (individual debtors only)
Certification of Credit Counseling (completed by each individual debtors only)
Disclosure of Corporate Ownership Statement (corporate debtor only)
Application to Employ Attorney for Debtor-in-Possession

Chapter 13:
File the following in the order listed as a single PDF:
Voluntary Petition
Exhibit D (completed by each debtor)
Statement of Financial Affairs with Declaration
Summary of Schedules
Statistical Summary of Certain Liabilities
Schedules A-J
Declaration Concerning Debtor's Schedules
Disclosure of Attorney Compensation
Statement of Current Monthly Income – Form B22C
Separately file each of the following:
Statement of SSN
Certification of Credit Counseling (completed by each debtor)
Chapter 13 Plan

Chapter 12:
File the following in the order listed as a single PDF:
Voluntary Petition
Exhibit D (completed by each individual debtors only)
Statement of Financial Affairs with Declaration
Summary of Schedules
Statistical Summary of Certain Liabilities (individual debtors only)
Schedules A-H
Schedules I & J (individual debtors) or
Schedule of Income and Expenditures (corporate debtor)
Declaration Concerning Debtor's Schedules
Disclosure of Attorney Compensation
Separately file each of the following:
Statement of SSN (individual debtors only)
Certification of Credit Counseling (completed by each individual debtors only)
Chapter 12 Plan
Disclosure of Corporate Ownership Statement (corporate debtor only)
Application to Employ Attorney for Debtor

****A creditor mailing matrix
must be uploaded as to all Chapters****