



Bankruptcy Bits & Pieces

<https://www.ilcb.uscourts.gov/>

May 2019

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

Reminder—April 1st Changes in the Bankruptcy Forms

Please be advised that on April 1, 2019, several of the official bankruptcy forms were updated to reflect the dollar amount adjustments that are calculated at three-year intervals based on the Consumer Price Index.

Attorneys should contact their software vendors for more information. The official forms created by the Electronic Proof of Claim (ePOC) program on the court's website were updated with the April 1, 2019, adjusted dollar amounts as well.

The revised forms and other related information can be found on the U.S. Courts website at <https://www.uscourts.gov/rules-policies/pending-rules-and-forms-amendments/pending-changes-bankruptcy-forms>.

Coming in 2020—Next Generation (NextGen) CM/ECF

The U.S. Bankruptcy Court for the Central District of Illinois has signed up to upgrade its CM/ECF software to the Next Generation (NextGen) of CM/ECF. We anticipate going live with NextGen during the first quarter of 2020. An exact date will be provided later this Fall 2019. NextGen is the culmination of a multi-year project headed by the Administrative Office of the U.S. Courts to provide for the current and future filing and case management needs of all CM/ECF users.

We want to take this opportunity to reach out to you in advance so you will know what is changing with NextGen and what will be required of all registered attorneys.

What's new for attorneys in NextGen?

Central Sign-On is new functionality that will allow attorneys to maintain one account across all NextGen courts (appellate, bankruptcy, and district). What this means is that attorneys will be able to use one login and password to access all NextGen courts where they have permission to file and PACER for all courts.

We here at the U.S. Bankruptcy Court for the Central District of Illinois will notify attorneys/electronic filers well in advance of its migration to NextGen CM/ECF.

NextGen FAQs: Answers to frequently asked questions regarding NextGen CM/ECF may be found at <https://www.pacer.gov/nextgen>

AFTER UPLOADING A NEW CASE RUN THE JUDGE/TRUSTEE ASSIGNMENT

HELPFUL HINT: When uploading a new case to CM/ECF, running the judge/trustee assignment can speed up case generated notices by up to two hours and thereby have a positive impact on client communications.

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Notice Regarding Change in the handling of Chapter 11 cases assigned to Judge Gorman

Effective March 18, 2019, in all Chapter 11 cases assigned to Judge Gorman, the Clerk's office will no longer send a missing documents order notifying debtors and their attorneys of the documents that remain due to be filed in the case. Likewise, a notice to file an application to be employed will no longer be sent to debtors' attorneys. Attorneys who represent Chapter 11 debtors are responsible for knowing what documents are required and when they are due.

Nothing about this change should be construed as waiving the requirements of the Code and Rules concerning what documents are due and when they are due. The Court simply will no longer be sending the reminders and enforcing the requirements sua sponte. Failure to comply with all filing requirements may still result in dismissal of a case or the imposition of sanctions upon motion of the United States Trustee or a creditor. And failure of an attorney to be properly employed will, most certainly, result in the denial of all or a portion of any requested fees.

UNCLAIMED FUNDS

Unclaimed funds are funds held by the court for an owner or recipient entitled to a distribution from a bankruptcy case, but who has not claimed ownership. Most unclaimed funds are deposited with the court when claimants' checks are returned to the case trustee as undeliverable.

Creditors who wish to recover funds previously submitted to the U.S. Treasury as unclaimed may do so by filing an application with supporting documentation and providing proof of identity. For complete procedures, [click here](#).

A list of unclaimed funds is not available on-line.

If you are interested in locating unclaimed funds from bankruptcy cases in the Central District of Illinois, [click here](#).

Judge Gorman's Procedures Have Been Updated

Judge Gorman's procedures have been updated to include procedures for the filing of adversary complaints, the service of summons in adversary proceedings, and the entry of default and default judgments in adversary proceedings. Under the updated procedures, litigants should not rely on the Court to correct or point out deficient pleadings or to request motions for default judgment. For more information regarding these and other changes in Judge Gorman's procedures, please go to the Court's website or click [here](#).

Hire new staff recently?



Bankruptcy Basics provides general information about federal bankruptcy laws and the bankruptcy process. It is not a guide for filing bankruptcy. Click [here](#) or copy/paste the link in your browser: <https://www.youtube.com/playlist?list=PL57A4168A81D34179>

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Case Trustees: Unclaimed Funds and Small Dividends - Changes to Procedure Effective Immediately

The Court will no longer require the filing of petitions for deposits of unclaimed funds and small dividends, nor will it issue corresponding orders. The trustee must file a list in accordance with Rule 3011. Proof of service on the filed list is not necessary.

The event names in the court's Case Management/Electronic Case Filing (CM/ECF) system have been changed from petition to list, as shown below:

- Bankruptcy > Trustee/US Trustee > Small Dividends List
- Bankruptcy > Trustee/US Trustee > Unclaimed Funds List

The caption should clearly identify the list being filed (i.e., Unclaimed Funds List or Small Dividends List).

The list, which must be signed by the trustee, shall include all known names and addresses of the entities as well as the amount which they are entitled to be paid from the estate.

The 14-day deadline to submit the check is no longer applicable. Please mail the check immediately following the filing of the Unclaimed Funds/Small Dividends List.

Please contact the Clerk's Office if there are questions.

Court Closures

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

Monday, May 27, 2019 - Memorial Day

Thursday, July 04, 2019 - Independence Day

Office Locations:

Springfield

2nd Floor Room 226
600 E. Monroe Street
Springfield, IL 62701
(217) 492-4551
Office Hours: 8 am—5 pm

Peoria

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

Urbana

2nd Floor Room 203
201 S. Vine Street
Urbana, IL 61802
(217) 974-7330
Office Hours: 8 am—5 pm

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METADATA

What is metadata?

Metadata is data about other data, such as hidden file information. Metadata can become a problem when it is accidentally released. The links below provide guidelines for reducing and removing metadata when creating a document or prior to sharing it.

The two types of metadata are *file description metadata* and *revision metadata*. Both types of metadata vary among software applications. *File description metadata* helps manage the file and includes document summary, headers, footers, hyperlinks, and routing slip information. *Revision metadata* helps with document editing. The user sees this data when reversing an edit or making other changes by using the **Undo** command. *Revision metadata* remains available until the document is saved using the **Save As, Print, or Convert (to PDF)** commands. Documents are most susceptible to inadvertent metadata exposure during the editing phase.

What metadata is associated with a file?

The type of metadata associated with a file depends on the word processing or publishing software. Microsoft Word and Adobe Acrobat are the most commonly used software in the private and public sectors.

- ◆ *Microsoft Word metadata*: comments, revision marks from tracked changes, document version information, ink annotations, document properties (including information from the Summary, Statistics, and custom tabs of the document Properties dialog box), email headers, routing slips, send-for-review information, document server properties, document management policy information, databinding link information from databound fields (last value will be converted to text), user name, template name, and text that is formatted as hidden (a font effect that is available in the font dialog box).
- ◆ *PDF (Adobe Acrobat) metadata*: file name, title, author name, subject, keywords, producing application, date created, date modified, embedded content, attached files, scripts, hidden layers, embedded search indexes, stored form data, review and comment data, hidden data from previous document saves, obscured text with images, comments hidden from the body of the PDF, overlapping objects, and unreferenced data, links, actions and JavaScript.

More technical information can be found at the 5 links below as it related to PDFs & Word Documents

****Please consult with your Systems or IT department for assistance****

- <https://helpx.adobe.com/acrobat/using/pdf-properties-metadata.html>
- <https://helpx.adobe.com/acrobat/using/removing-sensitive-content-pdfs.html>
- <https://support.office.com/en-us/article/remove-hidden-data-and-personal-information-by-presentations-or-workbooks-356b7b5d-77af-44fe-a07f-9aa4d085966f?ocmsassetID=HA010354329&CorrelationId=db601585-799a-4993-a242-d488ffe3a11a&ui=en-US&rs=en-US&ad=US>
- <https://www.howtogeek.com/180849/how-to-remove-the-hidden-personal-information-microsoft-office-adds-to-your-documents/>