

UNITED STATES BANKRUPTCY COURT  
CENTRAL DISTRICT OF ILLINOIS

**ADMINISTRATIVE PROCEDURES FOR THE  
CASE MANAGEMENT/ELECTRONIC CASE FILING SYSTEM**

**Effective July 10, 2017**

These Administrative Procedures are authorized by Federal Rules of Bankruptcy Procedure (“Fed. R. Bankr. P.”) 5005, 7005, 9029, and 9036.

**Designation of Cases**

All cases under Title 11 of the United States Code, all adversary proceedings, and all ancillary matters filed or pending in the Central District of Illinois (“Bankruptcy Cases”) are assigned to the Case Management/Electronic Case Filing System (“CM/ECF”).

**Electronic Filing Mandatory**

Except for circumstances that temporarily prevent an individual from filing electronically, all petitions, motions, applications, notices, pleadings, memoranda of law, proofs of claims, and other documents filed with the Court in connection with a Bankruptcy Case must be filed electronically. Individuals without legal representation may file documents in paper form with the Clerk’s Office where the documents will be scanned into CM/ECF.

**Login and Password Required**

To file documents in Bankruptcy Cases, an attorney must be admitted to the bar of the District Court for the Central District of Illinois (“District Court”). All attorneys and bankruptcy trustees must obtain a login and password for the electronic filing and viewing of documents in CM/ECF. Limited Filers, as defined herein, must also obtain a login and password and are required to file documents electronically on behalf of creditor-claimants. Those who have a court-issued login and password for electronic filing may be referred to herein as E-Filers.

**Registration**

Registration for electronic filing shall be in a form prescribed by the Clerk and requires the E-Filer’s name, address, telephone number, Internet e-mail address, and, in the case of an attorney, a declaration that the attorney is admitted to the bar of the District Court.

Pursuant to Fed. R. Bankr. P. 7005 and 9036, registration as an E-Filer constitutes a waiver of the right to receive notice of hearings and service of documents by first class mail and further constitutes consent to receive notice and service electronically in those Bankruptcy Cases in which the E-Filer has previously filed a document or entered an appearance, except with regard to the service of a summons and complaint under Fed. R. Bankr. P. 7004. Waiver of service and notice

by first class mail applies to notice of the entry of an order or judgment under Fed. R. Bankr. P. 9022. All E-Filers must maintain an Internet e-mail address; failure to have a current e-mail address registered with the Court may result in the suspension of filing privileges.

## **Application**

To obtain a login and password, an attorney, trustee, or employee/agent of a creditor-claimant must complete the online registration process, which is available on the Court's website (<http://www.ilcb.uscourts.gov>). Once approved, applicants will receive e-mail notification of their login and password.

## **Authorized Use of a Login and Password**

A login and password may only be used by the E-Filer to whom it is issued and by individuals authorized by an E-Filer to file documents on the E-Filer's behalf. E-Filers are responsible for all applicable charges associated with the use of their login and password. Any documents filed using a login and password will be deemed authorized and signed by the E-Filer to whom such login and password is assigned. Individuals or parties may be subject to sanctions for failure to comply with this provision.

## **Unauthorized Use of a Login and Password**

E-Filers agree to protect the security of their login and password and immediately notify the Clerk's Office at [helpdesk\\_ilcb@ilcb.uscourts.gov](mailto:helpdesk_ilcb@ilcb.uscourts.gov) if they believe that their login and password has been or may be used by an unauthorized person.

## **Withdrawal from Use of the System**

An E-Filer may withdraw from use of CM/ECF, for cause, on order of the Court. Any motion to withdraw from use of CM/ECF by an E-Filer must be presented to the Chief Judge. If the motion is granted, the Clerk will immediately cancel the E-Filer's login and password and delete the E-Filer from all applicable electronic notice lists.

## **Revocation of Password**

The Clerk may invalidate the login and password of an attorney who is disbarred or suspended.

The Clerk must invalidate the login and password of a Limited Filer if it comes to the Clerk's attention that the Limited Filer is no longer an employee or agent of a creditor-claimant or other entity authorized to file documents electronically.

## **Creditor-Claimants and Limited Filers**

Creditor-claimants are entities, such as credit card companies, financial institutions, collection agencies, or others, that regularly participate in Bankruptcy Cases or receive multiple bankruptcy notices annually. A Limited Filer is a person who is authorized by the Clerk to electronically file on behalf of a creditor-claimant only proofs of claim, transfers of claim, withdrawals of claim, requests for service of notice, reaffirmation agreements, withdrawals of documents, changes of address, Rule 3002.1 notices, personal financial management certificates, and ballots.

If a Limited Filer ceases to be an employee or agent of a creditor-claimant on whose behalf documents are being electronically filed, or for any other reason ceases to be authorized to file electronically on behalf of that entity, the Limited Filer must promptly contact the Court and request the termination of filing privileges.

## **Public Access**

Any person or organization, other than one registered as an E-Filer, may access CM/ECF through the Court's website ([www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov)) by obtaining a PACER login and password.

Those who have PACER access but who are not E-Filers may retrieve docket sheets and documents, but they may not electronically file documents. Information posted on CM/ECF must not be downloaded for uses inconsistent with the privacy concerns of any person.

## **Entry of Court Orders**

All signed orders will be filed electronically by the Court or by court personnel. Any order or other court-issued document filed electronically with the judge's electronic signature but not an original signature has the same force and effect as if the judge's original signature had been affixed to a paper copy of the order and entered on the docket.

Orders may also be issued as "text-only" entries on the docket, without an attached document. Such orders are official and binding.

The Court may sign, seal, and issue a summons electronically, although a summons may not be served electronically.

An E-Filer submitting a document electronically that requires a judge's signature must deliver the document in such form as the Court requires.

## **Notice of Court Orders and Judgments**

Immediately upon the entry of an order or judgment in an action, the Clerk will transmit to E-Filers in the case, in electronic form, a Notice of Electronic Filing (“NEF”). Electronic transmission of the NEF constitutes the notice required by Fed. R. Bankr. P. 9022. The Clerk will give notice by U.S. mail to any person who has not consented to electronic service only if required to do so by the Federal Rules of Bankruptcy Procedure.

## **Service of Documents by Electronic Means**

The NEF that is automatically generated by CM/ECF constitutes service or notice of the filed document on all E-Filers in the Bankruptcy Case. Parties who are not E-Filers must be provided notice or service of any pleading or other document electronically filed in accordance with the Federal Rules of Bankruptcy Procedure and all applicable local rules.

A certificate of service must be included with all documents, indicating that service was accomplished through the NEF for parties and counsel who are E-Filers, and indicating how service was accomplished on any person or entity who is not an E-Filer.

## **E-mail Addresses**

All E-Filers must maintain an active e-mail address to receive electronic notice and service from CM/ECF. E-Filers are responsible for updating registration information if their e-mail address changes.

## **Signatures**

The login and password required to submit documents to CM/ECF serves as the E-Filer's signature on all electronically filed documents. It also serves as a signature for purposes of Fed. R. Bankr. P. 9011 and any other purpose for which a signature is required in connection with proceedings before the Court. Electronically filed documents must include a signature block and must set forth the name, address, and telephone number of the E-Filer. In addition, the name of the E-Filer under whose login and password the document is submitted must be preceded by a "/s/" and typed in the space where the signature would otherwise appear, e.g. "/s/ Jane Doe" or "/s/ John Doe", etc.

No E-Filer or other person may knowingly permit or cause to permit an E-Filer's login and password to be used by anyone other than an authorized agent of the E-Filer.

## **Original Non-Attorney Signatures**

Documents that are electronically filed and require original signatures other than that of the E-Filer ( “ N o n - F i l e r s ” ) must be maintained in paper form by the E-Filer until all time periods for appeals expire. Upon request of the Court, the E-Filer must provide the originally signed documents for review.

The original signatures of all Non-Filers on a document must be obtained before an electronic signature for such persons is affixed and uploaded. Affixing the electronic signature of a Non-Filer to a document and uploading the same is an affirmative representation by the E-Filer that the Non-Filer’s original signature was obtained on the date provided.

## **Technical Failures**

An E-Filer whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court.

## **Fees Payable to the Clerk of the Court**

All fees associated with electronic filings are payable at the time of filing. With the exception of pro se debtors, all CM/ECF transactions that require a filing fee must be paid through the Pay.Gov system. Pay.Gov is a government-wide payment collection service of the United States Treasury. After completing a CM/ECF transaction which requires a fee, the Pay.Gov website will automatically open in a new Internet browser window, also known as a “pop-up” window. E-Filers must disable pop-up blocking in their Internet settings or preferences. Payment for all transactions must be paid within a 24-hour period or the E-Filer’s access to CM/ECF will be temporarily disabled.

## **Proofs of Claims**

Proofs of claims and claim related documents must be filed electronically by E-Filers. E-Filers in the Limited Filer category may file claims and claim related documents using the Electronic Proof of Claim (“ePOC”) Program.

Individuals or entities without a CM/ECF login and password should also file proofs of claims using the ePOC Program located on our website ([www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov)). No login or password is required. Alternatively, such individuals or entities may paper file proofs of claims if they are unable to access the ePOC Program. A Proof of Claim form may be obtained through the United States Courts website (<http://www.uscourts.gov/forms/bankruptcy-forms>) or at any bankruptcy clerk’s office.

## **Correcting Docket Entries**

Filings in CM/ECF occur in real time, so a docket entry becomes part of the permanent case record as soon as it has been submitted. Errors therefore immediately appear on the docket and are distributed through the NEF e-mail to other participating E-Filers and can only be corrected by court personnel. The Clerk's Office will docket a corrective entry or enter an Order Striking Incorrect or Incomplete Document. If the stricken document was filed pursuant to a statutorily-set or court-ordered deadline, that deadline is not extended by the entry of such order. The striking of documents is generally without prejudice. Stricken documents may not be amended but may be refiled. If a filing fee was required for the stricken document, it will not be refunded and a new filing fee may be required if a corrected document is filed.

## **Sealed Documents**

A motion for leave to file documents under seal must be filed electronically unless prohibited by law. Documents ordered to be placed under seal must be filed electronically using the Sealed Document event unless prohibited by law.

## **Privacy Issues**

In connection with the filing of any material in an action, any person may apply by motion for an order limiting electronic access to or prohibiting the electronic filing of certain specifically-identified materials on the grounds that such materials are subject to privacy interests and that electronic access or electronic filing in the action is likely to prejudice those privacy interests.