



Bankruptcy Bits & Pieces

January-March 2016

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

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.

I Lost My ECF Password or Login?

Lost Logins :

For login issues, contact our Helpdesk by Email: helpdesk_ilcb@ilcb.uscourts.gov. They will review your ECF account information and contact you via email.

Changing Your Password:

If your password has been lost or compromised, simply follow these directions. Login to ECF > Utilities > Your Account > Change Your Password. Please read the password restrictions and enter your new password. Once complete, select the submit button.

Filings Down 10% in 2015

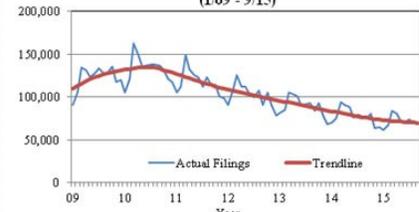
The overall count of bankruptcy filings for the 12-month period ending September 30, 2015 is 860,182, a 10.7 % decline from the 12-month period ending September 30, 2014. For the calendar year in 2015, total bankruptcy filings totaled 819,240 nationwide — a 10 percent decrease from the 910,397 total filings during the previous calendar year. For the month of December, 53,806 total bankruptcy filings were filed, which represented a 15 percent decrease compared to the 63,202 filings in December 2014.

Table 1.
Bankruptcy Filings, by Chapter,
for the 12-Month Period Ending 9/30/2015

Chapter	Total Filings	Percentage Change 2014 – 2015
Chapter 7	550,036	-14.4
Chapter 11	7,040	-8.1
Chapter 13	302,642	-3.4
Chapters 9, 12, 15	464	2.4

Source: Table F-2, 12-month periods ending September 30, 2014, and 2015.

Figure 1.
Monthly Bankruptcy Filings
(1:09 - 9/15)



Source: F-2 Year-Month tables, December 31, 2009, through September 30, 2015.

Debtor Electronic Bankruptcy Noticing (DeBN)

DeBN is a free service that allows debtors to receive court notices and orders via email, instead of U.S. mail, resulting in faster (same-day) delivery and convenient access.

Signing up for DeBN is quick and easy:

1. Debtor/Attorney completes and files the [DeBN Request Form](#)
2. Clerk's Office creates the account
3. Debtor thereafter will receive court notices and orders via email

To access the DeBN Request Form, or for additional information, please visit the court's website at www.ilcb.uscourts.gov/debn.

ECF Filing Tips of The Day...

Event Name Changes

On December 1st, 2015 most of the Official Bankruptcy Forms were replaced with substantially revised, reformatted, and renumbered versions. In addition to the form changes, a few of our docketing event names changed as well. Most of the changes only update form numbers (ie 22B changed to 122B), but three name changes (listed below) are a little more significant:

Old Event Name	New Event Name
Summary of Schedules	Summary of Assets and Liabilities
In forma pauperis	Have Chapter 7 Filing Fee Waived
Exemption from Credit Counseling	Waiver of Credit Counseling

Remember, if you ever have trouble finding a docketing event, our built in **search feature** can be a helpful tool. The search feature can be accessed from the menu bar at the top of your ECF screen. Just click on 'Search' and type in a key word.

The screenshot shows the ECF Filing System interface. At the top, there is a navigation bar with tabs for Bankruptcy, Adversary, Query, Reports, Search, and Logout. Below the navigation bar, there are several icons for different functions: Docket Sheet, Claims Register, List of Creditors, Deadlines/Hearings, and Calendar Events. The main content area displays search results for the keyword 'stay'. The results are organized into three categories: Adversary Events, Bankruptcy Events, and Bankruptcy Events. Each category lists several events with links to their respective pages. A red arrow points to the 'Search' tab in the navigation bar, and another red arrow points to the search results for 'stay' in the main content area.

Is there a different password if I am using PACER vs. CM/ECF?

Yes, the PACER password is handled through the PACER service Center and is used specifically for viewing and printing documents. CM/ECF is handled through the Bankruptcy Court and is used for **filing** documents. You cannot use your PACER password to file documents in the Bankruptcy Court.

Court Training Videos

There are a number of e-filing tutorials available on the court's website that provide additional training to e-filers specific to the Bankruptcy Court, Central District of Illinois. Please click on the following link to access demos on filing:

<http://www.ilcb.uscourts.gov/electronic-filing-demonstrations>

Court Closures

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

January 18, 2016 (Martin Luther King, Jr. Day) February 15, 2016 (President's Day)

Amended Schedules

As a reminder and in light of recent revisions to the Official Forms, please note the following when filing amended schedules:

- **NEW -- All amended schedules must be on the most current Official Forms (12/15).**
- **NEW -- Amended schedules (Schedules A/B,D, E/F, I, J and Forms 122A-C) require a Summary of Your Assets and Liabilities and Certain Statistical Information (individuals only).**
- The amended schedule must be docketed using the applicable amended schedule docket event, and the "amended" box must be checked on the PDF.
- The Amended Schedule, Summary of Assets and Liabilities, Declaration, and Certificate of Service can be combined as a single PDF and docketed using the appropriate amended schedule docket event.

As you know, revisions to the Federal Rules of Bankruptcy Procedure and Official Bankruptcy Forms took effect on December 1, 2015. Most of the forms were replaced with substantially revised, reformatted and renumbered versions. Documents should be filed in accordance to the Federal Rules of Bankruptcy Procedure. Official forms can be located at <http://www.uscourts.gov/forms/bankruptcy-forms>.

PDFs



- PDF documents cannot be larger than 10MB in size. When scanning your document, be sure to set your scanner to black and white and 300 dpi. If your scanned document is larger than 10MB you can separate it into multiple smaller files. Also, the page size of scanned documents needs to be the standard letter size (8.5 x 11)
- Interactive documents (documents with fillable fields) must be made into a non-interactive document before filing with the court. When a pdf is made non-interactive, a user cannot modify the data in the document fields. To do this, you need to 'print' to pdf prior to uploading to CM/ECF.
- Always remember to view your PDF before uploading to CM/ECF. When browsing and attaching a PDF document, right click the document name and open the PDF to be certain this is complete, legible, and the correct PDF to be filed with this docket entry.

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

Office Locations:

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

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