



# Bankruptcy Bits & Pieces

Nov/Dec 2012

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](mailto:attorney_newsletter@ilcb.uscourts.gov)

## Court Closures

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

**Monday, December 24**

**Tuesday, December 25**

**Monday, December 31**

**Tuesday, January 1**

**Monday, January 21**

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## Electronic Bankruptcy Noticing

The U.S. Bankruptcy Court offers court users Electronic Bankruptcy Noticing (EBN). EBN is a free service which allows court notices to be transmitted electronically, delivering them faster and more conveniently. There are several advantages to Electronic Noticing:

- ◆ Notices are sent the same day they are produced by the court.
- ◆ You can access your notices 24/7.
- ◆ Court notices can be routed to a centralized address.
- ◆ Notices can be easily forwarded around the office .

See the link on our website [www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov) for more information.



## Fee Increases

The Judicial Conference recently approved fee increases for the courts. The following changes went into effect November 21, 2012:

Chapter 11 filing fee:	\$1213.00
Chapter 9 filing fee:	\$1213.00
Chapter 15 filing fee:	\$1213.00
Motion to Reopen Chapter 11:	\$1167.00
Motion to divide a joint Chapter 11:	\$1213.00
Conversion from Chapter 7 to Chapter 11:	\$922.00
Conversion from Chapter 13 to Chapter 11:	\$932.00

For an entire list of fees, please visit our website at [www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov)>Filing Fees

## Who is Receiving Electronic Notice?

Occasionally, attorneys assume that electronic service is being made by the Clerk's Office on a variety of parties who are not, in fact, receiving electronic service. It's true that each time a document is filed in a bankruptcy case an electronic notice is emailed to all attorneys of record who have an email address associated with their e-filing account. However, there may be parties in a case who are not on the list to receive e-mail notification. These parties will receive notice only if served manually. To determine which parties in a case are receiving electronic service: Click Utilities>Miscellaneous>Mailings>Mailing Information For a Case. Type in the case number >Submit. The header will display Mailing Information for a Case with an associated message listing the parties who are currently on the list to receive electronic notices in this particular case.

## Forgot Your ECF Password?

ECF users can now reset their own passwords by clicking on the link located on the CM/ECF login page. Just enter your login ID, and the system sends an email to the primary email address associated with the user's login ID. A link within the email allows users to reset their password. Simple!

## ECF Filing Tips of The Day

### Paying in Installments

#### When Filing a New Bankruptcy Case is the Debtor(s) Requesting to Pay the Filing Fee in Installments or Waive the Filing Fee?

If so, you will need to make the proper selection at the 'Fee Status' drop down box:

- Installments—At the pay screen in ECF select installments.
- Waive the Filing Fee—At the pay screen in ECF select IFP filing fee waived.

If one of the above is selected, you must also include the appropriate application:

- Applications to pay filing fees in installments
- Application to proceed in forma pauperis

If the fee selection is not used properly and you select a fee by mistake there is no way for us to remove the fee from our system. The fee must be paid, or you will be locked out of ECF by 5 a.m. the following morning.

### Linking Documents

It is necessary for attorneys to 'link' amended or related documents to the document they are amending or referencing. Incorrect linkage is one of the most common errors we see at the Clerk's Office and can cause the court to incorrectly process your pleadings. An amended document must link to the originally filed document. For example, an Amended Motion for Relief from the Automatic Stay must link to the original Motion for Relief. (Note: Do Not link an amended document to a deficiency notice issued by the Clerk's Office requesting the amended document). Linking in CM/ECF is accomplished during the filing of the amended document. When prompted at the appropriate screen select the appropriate document (s) to which your event relates. Final docket text appears as 'Amended Motion for Relief from the Automatic Stay (related document (5) Motion for Relief from the Automatic Stay...'

#### A Message to New E-Filers

Now that you've completed your homework and graduated from E-Filing class, we want to assure you that our goal is to serve, assist, and support you and your staff so that the transition to electronic filing is an asset to your office. There is a Bankruptcy Court employee waiting to help answer your technical questions. Please call the CM/ECF help desk at 877-678-1714.

### Docket Event Search

Search feature in ECF: If you haven't used it, the Search Menus and Events feature in ECF can be very helpful. The 'Search' feature can be accessed from the blue menu bar at the top of your ECF screen. Just click on 'Search' and a box will pop up for your request. This feature is particularly useful if you are unclear about what docket event to use. For example, if you type "application" into the search box, you are given all docket events with the word "application". You can then click the link for the docket event that applies in your situation and continue with the filing process.

ECF Search—be sure to try it!



### Court Locations

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

