



# Bankruptcy Bits & Pieces

March/April 2013

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)

## Privacy—Redactions

All e-filers see the following statement when logging in to ECF: "I understand that, if I file, I must comply with the redactions rules. I have read this notice." This is covered under Federal Rules of Bankruptcy Procedure 9037.

Please be sure that all social security numbers, account numbers, information pertaining to minor children, etc. have been redacted. Once entered on the docket, the PDF containing this private information may be viewed and copied by the public until a Judge signs an order of redaction.

## Coming Soon...a New, Improved Website!

In the next few weeks, we'll be introducing a redesigned internet site that will have a cleaner look and will be easier to use. The changes correspond to a standardized format designed to give users a consistent experience. The goal is to provide simple, easy access to important information and valuable resources. Stay tuned!

## Bankruptcy Filings Decline in Calendar Year 2012

Bankruptcy filings in the federal courts fell 13 percent in calendar year 2012, according to data released by the Administrative Office of the U.S. Courts. The number of bankruptcies filed in the 12 month period ending December 21, 2012 totaled 1,221,091, down from the 1,410,653 bankruptcies filed in 2011. In the Central District of Illinois, we saw a decline of 1353 cases from 2011 to 2012. In 2011 there were 8821 total cases filed. In 2012, 7468.

## Issues with Credit Card Payments?

The Court's website does not store attorney's credit card information. If a problem is incurred with the system accepting your credit card information, please check the following:

- 1) Is the credit card expired?
- 2) Are there enough funds available on the card to make the payment?
- 3) Was the correct billing information entered?

If you are unsure about the balance or expiration date, you may want to call your bank and/or credit card company regarding the issue.

Please remember that you can use another credit card even if it is a prepaid card.

Failure to pay the outstanding fee by 5:00 a.m. the next morning will result in your CM/ECF account being locked. Once payment of the outstanding fee is paid, full access to CM/ECF is restored.

## Electronic Bankruptcy Noticing

**EBN is a free service which allows court notices to be transmitted electronically, delivering them faster and more conveniently. See the link on our website at [www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov) for more information.**

## ECF Filing Tips of The Day...

### Filing a Matrix

The mailing matrix is the only document controlling who gets notice in a case. For this reason, it is critical that it is timely filed and includes all scheduled creditors and other interested parties. It is the attorney's responsibility to ensure the creditors listed on the schedules are also added to the creditor list.

Please note that a Matrix must be in a Text (Accessible) (\*.txt) format, not a PDF format. The required format is as follows:

1. Must include a valid Postal address;
2. Do NOT use special characters except for # and c/o;
3. Account number/attention line placed on line 2;
4. City, state and zip on last line;
5. Zip + four must include hyphen;
6. State must be standard 2-letter abbreviation.

To upload a creditor matrix for a new case you will need to use the event under Bankruptcy> Creditor Maintenance> Upload a Creditor Matrix File (Original Matrix ONLY). The *Upload a Creditor Matrix* option in CM/ECF may *only* be used to upload the original matrix. It is very important that you are ensuring you have entered the correct case number. If a matrix is uploaded to an incorrect case, you will have to file an Amended Matrix and pay the required filing fee.

### Assembling Documents in New Cases

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.

### Selecting the Correct Party Filer

It's important to choose the correct party or parties when filing documents in ECF. If you inadvertently choose the wrong party, the filing attorney will be shown on the docket as representing the incorrect party. Also, your ability to receive the court generated Notice of Electronic Filing (NEF) in the case may be impacted. Remember, on the Party Selection screen you will be presented with a list of case participants. Be careful when selecting the party - some creditor names may be similar. If your client does not appear in that list, it may be that they have not filed a document in that case and you need to add their name. Simply click the Add/Create New Party hyperlink and follow the prompts. For more information, see the [Tip of the Month](#) on our website.

#### Court Closures

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

Friday, March 29, 2013



### Court Locations

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

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

CM/ECF Help Desk: (217) 492-4114  
or Toll Free (877) 678-1714  
[helpdesk\\_ilcb.uscourts.gov](mailto:helpdesk_ilcb.uscourts.gov)



### Help and Support

For technical questions, contact the  
CM/ECF Help Desk.

For procedural information, contact  
the appropriate office.

## New Case Filing

<b>Chapter 7:</b>
<b>File the following in the order listed as a single PDF:</b>
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) <b>or</b>
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)
<b>Separately file each of the following:</b>
Statement of SSN (individual debtors only)
Certification of Credit Counseling (individual debtors only)
Disclosure of Corporate Ownership Statement (corporate debtor only)

<b>Chapter 11:</b>
<b>File the following in the order listed as a single PDF:</b>
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) <b>or</b>
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)
<b>Separately file each of the following:</b>
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 (individual debtors only)
Disclosure of Corporate Ownership Statement (corporate debtor only)
Application to Employ Attorney for Debtor-in-Possession

<b>Chapter 12:</b>
<b>File the following in the order listed as a single PDF:</b>
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) <b>or</b>
Schedule of Income and Expenditures (corporate debtor)
Declaration Concerning Debtor's Schedules
Disclosure of Attorney Compensation
<b>Separately file each of the following:</b>
Statement of SSN (individual debtors only)
Certification of Credit Counseling (individual debtors only)
Chapter 12 Plan
Disclosure of Corporate Ownership Statement (corporate debtor only)
Application to Employ Attorney for Debtor

<b>Chapter 13:</b>
<b>File the following in the order listed as a single PDF:</b>
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-J
Declaration Concerning Debtor's Schedules
Disclosure of Attorney Compensation
Statement of Current Monthly Income – Form B22C (individual debtors only)
<b>Separately file each of the following:</b>
Statement of SSN (individual debtors only)
Certification of Credit Counseling (individual debtors only)
Chapter 13 Plan

The most recent Official Forms can be found on our website at [www.ilcb.uscourts.gov](http://www.ilcb.uscourts.gov)