

UNITED STATES BANKRUPTCY COURT

OFFICE OF THE CLERK
CENTRAL DISTRICT OF ILLINOIS
SPRINGFIELD, ILLINOIS 62701

KHADIJIA V. THOMAS
CLERK

226 U.S. COURTHOUSE
600 EAST MONROE STREET
217.492.4559

July 16, 2012

Dear Chapter 7 Case Trustees:

Re: **Motions and Notices of Interim Distribution and Supplemental Distribution -
Change in Procedures Effective July 17, 2012**

This letter provides notice of a change in the Clerk's Office procedures as it relates to the entry of Motions, Notices and Orders of Interim Distribution and Supplemental Distribution.

At the request of the US Trustee's Office, the Clerk's Office has added a new Motion and Order to CM/ECF. In the past, Chapter 7 Trustees have filed Motions for Interim Distribution or Supplemental Distribution using a variety of docket events in each office. These new events have been created to allow Chapter 7 Trustees to e-file using the same event in CM/ECF throughout the district.

In the **Peoria and Danville Divisions**, Chapter 7 Trustees will file the Motion for Interim or Supplemental Distribution. The Motion filing event can be found under [Bankruptcy Events> Trustee/US Trustee> Interim/Supplemental Distribution](#). Once the Motion is filed, the Clerk's Office will send an Objection Notice to all parties in the bankruptcy case. For submission of the Order, the Trustee should reference the respective Motion filed when uploading the order under [Bankruptcy Events>Order Upload](#).

In the **Springfield Division**, Chapter 7 Trustees will file the Motion for Interim or Supplemental Distribution. The Motion filing event can be found under [Bankruptcy Events> Trustee/US Trustee> Interim/Supplemental Distribution](#). Chapter 7 Trustees in the Springfield Division are also responsible for filing the Objection Notice with a 21-day objection deadline, using the local form which is located on the Court's internet site. The Objection Notice filing event can be found under [Bankruptcy >Trustee/US Trustee >Notice of Trustee's Motion for Interim/Supplemental Distribution \(Springfield Ch7 Trustees only\)](#). Trustees are required to file a certificate of service showing the Motion and Objection Notice was served on all parties in the bankruptcy case. Alternatively, if there is an exhibit that details the proposed distribution, the exhibit may be attached to the Objection Notice. This would require service of the Objection Notice and exhibit only. This is only acceptable if the exhibit contains specific details of the proposed Interim or Supplemental Distribution. For submission of the Order, the Trustee should reference the respective Motion filed when uploading the order under [Bankruptcy Events>Order Upload](#).

Costs for copying and mailing the Motion and Objection Notice may be claimed as a reimbursable expense on Chapter 7 Trustee fee applications. The application should specifically itemize the costs claimed and identify the specific Motion and Notice for Interim Distribution or Supplemental Distribution for which the reimbursement is sought

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

Sincerely,
Khadjia V. Thomas
U.S. Bankruptcy Clerk

cc: Judges, United States Bankruptcy Court, Central District of Illinois
Nancy Gargula, U.S. Trustee, Office of the U.S. Trustees
Timothy Ruppel, Assistant U.S. Trustee, Office of the U.S. Trustees
Case Trustees