

This Manual was prepared by the deputy clerks of the U.S. Bankruptcy Court for the Central District of Illinois to assist those who practice here.

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OFFICE OPERATIONS

URBANA COURT

PEORIA COURT

Judge:	Mary P. Gorman, Chief Judge (Ch.7s & 11s) Thomas L. Perkins (Ch. 12 & 13s)	Thomas L. Perkins William V. Altenberger
Address:	203 United States Courthouse 201 South Vine Street, Urbana, IL 61801	216 Federal Building 100 N.E. Monroe Street Peoria, IL 61602
Phone:	217/974-7330	309/671-7035
Office Hours:	Monday through Friday 8:00 a.m 5:00 p.m.	Monday through Friday 8:00 a.m 5:00 p.m.
Operations Manager:	Linda Blough	Michelle Heitzman

SPRINGFIELD COURT

Judge:	Mary P. Gorman, Chief Judge	Khadijia V. Thomas
Address:	226 U.S. Courthouse 600 E. Monroe Street Springfield, IL 62701	226 U.S. Courthouse 600 E. Monroe Street Springfield, IL 62701
Phone: Office Hours:	217/492-4551 Monday through Friday 8:00 a.m 5:00 p.m.	Phone: 217/492-4551

Operations Manager: Gerald Miller

Chief Deputy Clerk: Jeff Gustafson

CLERK OF THE COURT

<u>McVCIS</u>

Phone: 866-222-8029

SPECIAL NOTICES AND ALERTS

* Notice of an emergency or weather related closing of the Clerk's Office, including the cancellation or delay of court proceedings will appear at the court's website: www.ilcb.uscourts.gov

* A recorded voice message re: closing or delays will also be available by calling the main office phone numbers: Urbana 217-974-7330, Peoria 309-671-7035, Springfield 217-492-4551

* A broadcast email to all registered CM/ECF users will go out upon any emergency or weather related closing of the Clerk's Office.

* It is incumbent upon attorneys to check these sources and notify their clients accordingly.

* You should contact the Office of the US Trustee at 309-671-7854 regarding emergency or weather related cancellations of Meetings of Creditors.

BANKRUPTCY FEE SCHEDULE

The most current Bankruptcy Fee Schedule is located at <u>www.ilcb.uscourts.gov</u> under the Court Info tab.

LOCATIONS OF SECTION 341 MEETINGS

The County in which the petitioning debtor resides determines the location of the Section 341 Meeting.

URBANA DIVISION

Case numbers __-9____

<u>County</u>

Champaign Coles Douglas Edgar Ford Iroquois Kankakee Livingston Moultrie Piatt Vermilion

Location of §341 Meeting

Urbana Paris-Ch 7, Urbana -Ch. 13 Paris-Ch. 7, Urbana - Ch. 13 Paris-Ch. 7, Urbana-Ch. 13 Urbana Kankakee Kankakee Paris-Ch. 7, Urbana-Ch. 13 Urbana Urbana

Cases from the above counties are to be filed in Urbana, Illinois

Addresses of §341 Meeting Locations:

<u>Urbana</u>

Urbana City Building City Council Chambers 400 S. Vine Street Urbana, IL 61801

<u>Paris</u>

Edgar County Courthouse 115 W. Court Paris, IL 61944

<u>Kankakee</u>

Kankakee County Health Department (Administrative/Environmental Entrance) Conference Room 2390 W. Station Street Kankakee, IL 60901

PEORIA DIVISION

Case numbers -8

County

Bureau

Fulton

Henry

Knox Marshall

Peoria McDonough

Putnam

Tazewell

Woodford

Stark

Hancock

Location of §341 Meeting

Peoria Peoria Galesburg Rock Island Galesburg Peoria Peoria Galesburg Peoria Peoria Peoria Peoria

Cases from the above counties are to be filed in Peoria, Illinois

County

Location of §341 Meeting

Henderson Mercer Rock Island Warren

Galesburg Rock Island Rock Island Galesburg

Cases from the above counties may be filed in Peoria or Rock Island, Illinois

Addresses of §341 Meeting Locations:

Peoria

1105 Becker Building 401 Main Street Peoria, IL 61602

Rock Island

U.S. Post Office and Courthouse Building 211 - 19th Street Courtroom 226 Rock Island, IL 61201

Galesburg - Chapter 7 only

Knox County Courthouse 200 S. Cherry Street 3rd Floor Galesburg, IL 61401

Monmouth - Chapter 13 only

100 W. Broadway Warren County Courthouse 3rd Floor, #A Monmouth, IL 61462

SPRINGFIELD DIVISION

<u>County</u>	<u>Location</u> of §341 Mtg.	<u>County</u>	<u>Location</u> of §341 Mtg.	<u>County</u>	<u>Location</u> Of §341 Mtg.
Adams Brown Cass Christian: Assumption Bulpitt Clarksdale Dunkel Edinburg Hewittsville Jeiseyville Kincaid Langleyville Millersville Morrisonville Mt. Auburn Owaneco Palmer Pana Rosamond Sharpsburg Stonington Taylorville Tovey Willeys	Quincy Springfield Decatur Springfield Springfield Decatur Springfield	DeWitt: Clinton DeWitt Farmer City Kenney Lane Wapella Waynesville Weldon Greene Logan: Atlanta Beason Broadwell Chestnut Cornland Elkhart Emden Hartsburg Lake Fork Latham Lawndale Lincoln Middletown Mt. Pulaski New Holland San Jose	Decatur Decatur Bloomington Decatur Decatur Bloomington Bloomington Decatur Springfield Decatur Springfield Decatur Springfield Springfield Bloomington Decatur Decatur Bloomington Springfield Bloomington Springfield Bloomington Springfield	Macon Macoupin Mason McLean Menard Montgomery Morgan Pike Sangamon Schuyler Scott Shelby	Decatur Springfield Springfield Bloomington Springfield Springfield Quincy Springfield Quincy Quincy Decatur

Cases from the above counties are to be filed in Springfield, Illinois

Addresses of §341 meeting Locations:

Bloomington Chapter 7, 12:	Law and Justice Center Courtroom 3E 104 W. Front Bloomington, IL 61701	Quincy Chapter 7, 11,12:	Courtroom 2D Adams County Courthouse 521 Vermont Quincy, IL 62301
Chapter 13:	Law and Justice Center Courtroom 5B, 5 th Floor 104 W. Front Bloomington, IL 61701	Chapter 13:	Adams County Courthouse 2nd Floor, Small Jury Room 521 Vermont Quincy, IL 62301
Chapter 11:	Law and Justice Center Operations Room 104 W. Front Bloomington, IL 61701	Springfield Chapter 7, 11, 12, 13:	Illinois Building 607 E. Adams Street 1 st Floor
Decatur Chapter 7, 11, 12, 13:	Macon County Courthouse Courtroom 5C 253 E. Wood St. Decatur, IL 62523		Springfield, IL 62701

CENTRAL DISTRICT OF ILLINOIS TRUSTEES

<u>CHAPTER 7</u> Glen R. Barmann, 200 E. Court Street, Kankakee, IL 60901 (815) 939-1133

Charles Covey, 700 Commerce Bank Building, Peoria, IL 61602 (309) 673-3807

A. Clay Cox, P.O. Box 3067, Bloomington, IL 61702-3067 (309) 828-7331

James R. Inghram, Bank of America Bldg., 529 Hampshire Street, Suite 409, Quincy, IL 62301 (217) 222-7420

Mariann Pogge, 3300 Hedley Road, Springfield, IL 62711 (217) 793-7412

Roger L. Prillaman, 220 West Main Street, Urbana, IL 61801 (217) 384-1300

Gary Rafool, 411 Hamilton Boulevard #1600, Peoria, IL 61602 (309) 673-5535

Jeana K. Reinbold, P.O. Box 7315, Springfield, IL 62791 (217) 801-4090

Jeffrey D. Richardson, 132 S. Water St., Suite 444, Decatur, IL 62523 (217) 425-1515

John L. Swartz, 1 W. Old State Capitol Plz, #600, P.O. Box 2117, Springfield, IL 62705 (217) 525-1571

Kristin L. Wilson, 600 Jackson Avenue, Charleston, IL 61020 (217) 345-3929

- <u>CHAPTER 12</u> Michael Clark, 401 Main Street, Ste. 1130, Peoria, IL 61602-1241 (309) 674-6137
- <u>CHAPTER 13</u> Marsha L. Combs-Skinner, 108 S. Broadway, Newman, IL 61942 (217) 837-9730

Michael Clark, 401 Main Street, Ste. 1130, Peoria, IL 61602-1241 (309) 674-6137

John H. Germeraad, P.O. Box 257, Petersburg, IL 62675 (217) 632-4346

UNITED STATES TRUSTEE

Nancy J. Gargula United States Trustee Becker Building, Room 1100 401 Main Peoria, IL 61602 (309) 671-7854

COMMONLY USED FEDERAL AND STATE AGENCY ADDRESSES

For all Chapters

When scheduling Veterans Administration as a creditor, if no other address available use

When scheduling Farmers Home Administration, Dept. of Agriculture, ASCS - Farmers Home Administration, use as an additional address

When scheduling Dept. of Agriculture, ASCS - Farmers Home Administration, ASCS, Commodity Credit Corp., use as an additional address

When scheduling Federal Crop Insurance Corp., use as an additional address

When scheduling Federal Housing Administration, use as an additional address

When scheduling State of IL for taxes (R.O.T., Sales tax, Withholding tax, Income Tax, or if tax not designated)

When scheduling State of IL for unemployment taxes, payroll

Internal Revenue Service P.O. Box 7346 Philadelphia, PA 19101-7346

Veterans Administration

Regional Office POB 8136 536 S. Clark Chicago, IL 60680

Farmers Home Administration

U.S. Dept. of Agriculture Illini Plaza, Suite 103 1817 S. Neil St. Champaign IL 61820

USDA - IL State ASCS Office 2305 W. Monroe St., #1 POB 19273 Springfield, IL 62794

USDA - IL State ASCS Office 2305 W. Monroe St., #2 Springfield, IL 62794

Federal Housing Administration Dept. of Housing & Urban Development Washington, D.C. 20411

IL Dept. of Revenue

Bankruptcy Section P.O. Box 64338 Chicago, IL 60664-0338

IL Dept. of Employment Security

Insolvency/Bkcy Subunit Field Audit Section 33 S. State St. Chicago, IL 60603

also add:

Attorney General

33 S. State St. Room 992 Chicago, IL 60603 When scheduling State of IL for franchise tax

When scheduling Dept. of Public Aid

When scheduling State of IL student loan

When scheduling real estate and personal property taxes

When debtor <u>engaged in business</u> of transporting persons or property, use as an additional address

When debtor is a land developer, use as an additional address

When scheduling a component of U.S. Army, use as an additional address

When scheduling a component of U.S. Navy, use as an additional address

When scheduling Economic Development Administration (Economic Development Administration, U.S. Dept. of Commerce, EDA), use as an additional address **State of IL** Corporation Dept. Franchise Tax Div. Springfield, IL 62706

IL Dept. of Public Aid Bureau of Collections Jesse B. Harris Bldg.

100 S. Grand Ave. East Springfield, IL 62762

IL State Scholarship Commission 1755 Lake Cook Rd. Deerfield, IL 60015

County Collector County , IL (zip code)

Chief Counsel Transportation Audits GSA - General Law Division Room 4124 Washington, D.C. 20405

Dept. of Housing & Urban Development Office of Interstate Land Sales Registration Washington, D.C. 20410

Commander U.S. Army Finance & Acctg Center Attn: FINCL Indianapolis, IN 46249

Department of Navy Navy Finance Center Federal Bldg. Cleveland, OH 44199

Ass't Chief Counsel for Litigation and Liquidation Economic Development Administration Room 7106 U.S. Dept. of Commerce Washington, D.C. 20230 When scheduling U.S. Postal Service, use as an additional address

When scheduling a debt to the United States other than for taxes BR 2002(j)

Postmaster General

U.S. Postal Service 475 L'Enfant Plaza Washington, D.C. 20260

Name of Agency c/o U.S. Attorney 318 South Sixth Street Springfield, IL 62701-1626

SEARCH FEE GUIDELINES

You are encouraged to call the free computer line (VCIS), use PACER, or obtain free information in person with the use of Computer Terminals in each staffed office.

ALL REQUESTS MUST BE <u>IN WRITING</u> or <u>IN PERSON</u> NO INFORMATION WILL BE GIVEN BY PHONE

SEARCH FEE OF \$30.00 (paid in advance)

Any request requiring a physical search of court records in computer or in the case file by Deputy Clerk is considered a Search of Record and requires a \$30.00 fee plus \$.50 per page of copywork paid in advance for:

All written requests; (See exceptions under "No Search Fee")

Information whether an entity is listed as a creditor;

Copies of petition, schedules, and other documents;

All in-person requests if Deputy Clerk must search the file for information. *No search fee if deputy retrieves file for person to view or if documents to be copied have been marked with paper clips by requesting party.*

NO SEARCH FEE TO OBTAIN:

Case Number when exact name of debtor is provided;

Date bankruptcy filed when exact name of debtor is provided;

Name of debtor when case number is provided;

Social Security number of debtor;

Whether case was filed as a voluntary case or an involuntary case;

Chapter Number of originally filed case;

Name of Debtor's Attorney;

Name of Trustee;

Whether the case is an Asset Case or a No Asset Case;

Date No Asset Report filed;

Date Final Report filed;

Date Discharge issued;

Date, Time and Place of Sec. 341 Meeting;

General Status of Case - Pending or Closed;

Date Notice of Appeal filed, if applicable.

COPYWORK POLICY

There are several ways to obtain copies of documents:

Print Electronic Records from your Personal Computer using PACER

You may print copies of documents, download documents to your own computer or search information in your case. The PACER system is available days, nights and weekends.

You must register to become a user at the PACER website (http://www.pacer.gov). There is a fee for copies of \$.10 per page. A user is not billed until charges of \$15 in a quarter have accrued. Most one-time users would not accrue enough charges to be billed for copies. You will find a full explanation of charges on the PACER website as well as directions for registration

Print Electronic Records at the Clerk's Office from Public Computer Terminals

You can print electronic records form the PACER (Public Access to Court Electronic Records) computer terminals located in each of our three offices. You will be charged \$.10 cents per page. Please note, the Clerk's Office can only accept EXACT CHANGE and cannot make or give change.

Submit a Written Request by Email or Mail

You may send a written request for copies by email or mail to the office where your case was filed:

Copywork_Urb@ilcb.uscourts.gov Copywork_Peo@ilcb.uscourts.gov Copywork_Spr@ilcb.uscourts.gov

Your request must include:

Your name The case number or name of debtor(s) A description of the copies requested or document numbers

Once we receive your request, we will send you a statement of charges for the copywork. You will be charged \$.50 per page for copies. If your request requires a search of the records, a \$30.00 search fee is required.

After you receive the statment of charges, mail payment to the Clerk's Office via money order, cashier check, or company/firm check made payable to: Clerk, U.S. Bankruptcy Court. The Clerk's Office does not accept personal checks or cash through the mail.

After we receive payment, copies will be made and sent to you via email or first class mail. Please specify how you would like copies returned to you and provide the necessary information to do so. Please note: If you choose to have copies returned to you by email, your receipt will be sent by email as well.

ARCHIVED CASES

Cases closed prior to 2004 are stored in the Federal Records Center (FRC) in Chicago and copies may be obtained directly from the FRC. Contact the Clerk's Office to obtain location information.

PAYMENT BY CHECK OR CASH

Submit Money Order, Certified Check, Bank Cashier Check, or Business Check ONLY.

CHECKS:

Make payable to: Cler

Clerk, U.S. Bankruptcy Court

or

U.S. Bankruptcy Court

NOT ACCEPTED:

Personal Check

Third Party Check

Blank Check

Unsigned Check

Incorrect Amount - amount must be EXACT

Numerical Figure and Written Amount do not agree

Postdated Check

Check made payable to an unacceptable party - See above

NOTE - There is a \$53.00 service charge on all returned checks.

CASH:

No Foreign Money accepted.

Must be **EXACT AMOUNT** only. We do not make change.

Cash payments accepted only in person at the counter.

Cash received in mail will be promptly returned.

INFORMATION ON ORDERING A TRANSCRIPT

Springfield Office

Requests for transcripts of proceedings held after 2/2007 must be submitted on the Transcript Order Form at <u>http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO435.pdf</u> Please complete items 1-19 and return the form to the Bankruptcy Clerk's Office. Upon receipt of the completed form, you will be notified of the cost for the transcript. PREPAYMENT IS REQUIRED BEFORE ANY ORDER WILL BE PROCESSED.

Requests for transcripts of proceedings held between 11/2000 and 2/2007 must be sent directly to:

Carla Boehl 17804 Edwards Rd Virden, IL 62690 217-965-3006

Please contact the Bankruptcy Clerk's Office at 217-492-4551 if you have questions regarding the procedures for ordering a transcript.

Peoria Office

Requests for transcripts must be submitted on the Transcript Order Form at <u>http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO435.pdf</u>. Please complete items 1-19 and return the form to the Bankruptcy Clerk's Office. Upon receipt of the completed form, you will be notified of the cost for the transcript. PREPAYMENT IS REQUIRED BEFORE ANY ORDER WILL BE PROCESSED.

Tape recordings of certain judicial hearings may be ordered by submitting your request in writing to the Bankruptcy Clerk's Office. You will then be notified of the total cost (\$30.00 per tape). The Bankruptcy Clerk's Office does not transcribe tapes.

Please contact the Bankruptcy Clerk's Office at 309-671-7035 if you have questions regarding the procedures for ordering a transcript.

Urbana Office

Requests for transcripts of proceedings held after 4/18/95 must be submitted on the Transcript Order Form at <u>http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO435.pdf</u>. Please complete items 1-19 and return the form to the Bankruptcy Clerk's Office. Upon receipt of the completed form, you will be notified of the cost for the transcript. PREPAYMENT IS REQUIRED BEFORE ANY ORDER WILL BE PROCESSED.

Tape recordings of certain judicial hearings may be ordered by submitting your request in writing to the Bankruptcy Clerk's Office. You will then be notified of the total cost (\$30.00 per tape). The Bankruptcy Clerk's Office does not transcribe tapes.

Requests for transcripts of proceedings held prior to 4/18/95 must sent directly to the Court Reporter as indicated below:

For proceedings held in Urbana or Paris Maninfior Court Reporting PO Box 1036 Mattoon, IL 61938 217-235-1127 For proceedings held in Kankakee Contact the Clerk's Office in Urbana

Please contact the Bankruptcy Clerk's Office, 217-974-7330, if you have questions regarding the procedures for ordering transcripts or tapes.

PACER (Public Access to Court Electronic Records)

Web Version

Introduction

PACER is available on the Internet in a web-based format.

Note: Each court controls its own computer system and case information database; therefore, there will be some variations among jurisdictions as to the information offered.

Persons interested in utilizing this service must first register with the PACER Service Center at 800 676-6856. The website for the PACER Service Center is: <u>http://pacer.uscourts.gov/</u>

There is a charge of \$.10/page for information retrieved from this site. A user is not billed until charges of \$15 in a quarterly billing cycle have accrued. **Most** *one-time users* **would not accrue enough charges to be billed for copies.** You will find a full explanation of charges on the PACER website as well as directions for registration.

For more information: <u>http://www.ilcb.uscourts.gov/obtaining-copies-documents-bankruptcy-case-file</u>

REGISTRY OF MAILING ADDRESSES FOR STATE & GOVERNMENTAL UNITS

* Illinois Attorney General

33 S. State Street, Room 993 Chicago, IL 60603

* Illinois Attorney General

Revenue Litigation 500 S. Second Street Springfield, IL 62701

* U.S. Attorney General

U. S. Department of Justice 950 Pennslyvania Avenue, NW Washington, DC 20530-0001

* U.S. Attorney

318 South Sixth Street Springfield, IL 62701

*Illinois Capital Development Board Chief Counsel

401 S. Spring St., 3rd Floor Springfield, Illinois 62706

*Illinois Department of Human Services General Counsel 100 W. Randolph, Suite 6-400 Chicago, Illinois 60601

*Illinois Department of Natural Resources

Chief Legal Counsel 1 Natural Resources Way Springfield, Illinois 62703

*Illinois Department of Public Aid

William C. Kurylak Office of General Counsel 401 South Clinton Street, 6th Floor Chicago, Illinois 60607

*Illinois Department of Public Health

Division of Legal Services Attn: Bankruptcy Notice 535 West Jefferson, 5th Floor Springfield, Illinois 62761

*Texas Workforce Commission

Bankruptcy Unit, Rm 556 101 E. 15th St. Austin, TX 78778-0001

*Illinois Department of Employment Security

Insolvency/Bkcy Subunit Field Audit Section 33 S. State St. 10th Floor Chicago, IL 60603

*Treasurer of the State of Illinois

Office of the State Treasurer Legal Department James R. Thompson Center 100 W. Randolph Street Suite 15-600 Chicago, Illinois 60601

- * U.S. Securities and Exchange Commission 175 W. Jackson Blvd., Suite 900 Chicago, IL 60604
- * Illinois Department of Revenue Bankruptcy Section P.O. Box 64338 Chicago, IL 60664-0338
- * Internal Revenue Service P.O. Box 7346 Philadelphia, PA 19101-7346
- *Mississippi State Tax Commission Bankruptcy Section P.O. Box 22808 Jackson, MS 39225-2808

*U. S. Environmental Protection Agency

Richard L. Nagle Bankruptcy Contact US EPA Region 5 Mail Code: C-14J 77 W. Jackson Blvd. Chicago, IL 60604

*California Franchise Tax Board

Service of Adversary Proceedings: Chief Counsel Franchise Tax Board c/o General Counsel Section P.O. Box 1720, MS: A-260 Rancho Cordova, CA 95741-1720

Bankruptcy Code §505 Requests:

Franchise Tax Board Bankruptcy Section, MS: A-340 PO Box 2952 Sacramento, CA 95812-2952

All Other Service and Notices:

Franchise Tax Board Bankruptcy Section, MS: A-340 P.O. Box 2952 Sacramento, CA 95812-2952

11 U.S.C. §505(b) Requests

Michigan Department of Treasury, Tax Policy Division ATTN: Litigation Liaison 2nd Floor, Austin Building 430 West Allegan Street Lansing, Michigan 48922

Oklahoma Tax Commission

Office of the General Counsel, Bankruptcy Section 120 N. Robinson, Ste. 2000W Oklahoma City, OK 73102

McVCIS (Multi-Court Voice Case Information System)

INTRODUCTION

McVCIS is a service provided by the federal bankruptcy courts which allows you to get information about any pending bankruptcy case filed in the Central District of Illinois by using a standard touch tone telephone. McVCIS, also allows you to search for case information in numerous other federal bankruptcy courts.

I. McVCIS

By dialing toll free 866-222-8029 from a touchtone phone, you may determine whether a party has filed for bankruptcy, and gain a considerable amount of case information. The service is available at all times. The information available includes debtor(s)' name(s), date of filing, chapter, attorney for the debtor, trustee (if any), date and time of the pending Sec. 341 Meeting, date of discharge, date of case closing, and general case status, such as "Awaiting 341 Meeting" or "Awaiting Discharge Order." Simply enter the debtor's name, last name first, using up to ten characters, and hit the # sign. Punctuation is irrelevant, and we recommend that you use all 10 characters allotted. If the debtor is a corporation, enter the first ten characters of the debtor's name and hit the # sign.

EQUIPMENT NEEDED

A touch-tone telephone

HOURS

The system is available 24 hours every day.

HOW TO USE McVCIS

To use McVCIS, simply follow these instructions:

- 1. For cases filed January 1, 2004 through current date Dial 866-222-8029.
- 2. For most cases closed prior to January 1, 2004, contact the Clerk's Office for help.
- 3. When prompted to enter the state and division, say "Illinois Central"
- 4. Press 1 for instructions on how to use this system or say "help", press 2 to search by case number or say "case number", press 3 to search by participant's name or same "name", press 4 to search by participant's social security or say "social security number".

GENERAL INFORMATION

LOCAL RULES

There are no local rules in the Central District of Illinois Bankruptcy Court. The local rules of the U.S. District Court for the Central District of Illinois and the Federal Rules of Bankruptcy Procedure apply. The local District Court rules can be found at <u>http://www.ilcd.uscourts.gov/</u>. District Court's local rules may also be obtained in person at one of the District Clerk's Offices or by submitting a stamped, self addressed 9½" x 12" envelope with \$4.95 postage prepaid to U.S. District Court, 151 U.S. Courthouse, 600 E. Monroe Street, Springfield, Illinois 62701.

INSTRUCTION PAMPHLETS AVAILABLE

There are pamphlets available in each of the divisional offices which briefly outline the basic information, filing requirements, and guidelines for preparing the creditor matrix for Chapter 7 and Chapter 13 bankruptcies.

EMERGENCY FILINGS

For emergency filings when the Clerk's Office is not open, contact the Clerk of Court, Khadijia V. Thomas at 217-299-4659.

SETTING MATTERS FOR HEARING

The Clerk's Office will set matters for hearing on the first available court date. There is no need to

formally request a hearing.

DISCHARGE ORDERS

Unless an objection has been filed, discharge orders will be mailed approximately eight weeks from the date the first meeting of creditors was originally set.

AMENDMENTS

When submitting amendments to the matrix, lists or schedules D, E, or F, please submit only the changes.

BANKRUPTCY NOTICING CENTERS AND UNDELIVERABLE MAIL

Many of our notices including 341 Notices and Discharges are now produced and mailed from the Bankruptcy Noticing Centers in Virginia and Utah. For this reason, the documents are being received several days later than the ones which are mailed locally. It is the responsibility of the Attorney for the Debtor to readdress and re-send undeliverable mail and then notify the Court as to any changes of address.

CM/ECF INFORMATION AND TIPS

Click the "ECF Helpdesk" tab from the court's website : http://www.ilcb.uscourts.gov

DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN)

Note: Only the court is authorized to send notices to the debtor through this DeBN program. All other parties, such as trustees and creditors, will continue to serve the debtor via U.S. mail or in person as required by court rules.

The U.S. Bankruptcy Court for the Central District of Illinois now offers debtors the opportunity to request receipt of court notices and orders via email, instead of U.S. mail, through a program called "Debtor Electronic Bankruptcy Noticing" or "DeBN."

DeBN provides the following advantages:

- **Faster** You'll receive notices the same day they are filed by the court.
- **Convenient** Access your notices any¬where you have internet access.
- No more lost paperwork Storing notices on your computer means never losing a paper copy.
- Less paper clutter Helps the environment and reduces paper clutter in your home.
 - It is FREE!

Pursuant to Federal Rule of Bankruptcy Procedure 9036, a party may make a written request for delivery of notices via email, instead of U.S. mail. Through the DeBN program, only notices and orders that have been filed by the court can be emailed to the debtor. Debtors requesting participation in the DeBN program must complete and file a Debtor's Electronic Noticing Request (DeBN) form with the court where their case is filed.

Go to www.ilcb.uscourts.gov/debn for more information and to download the request form.