

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

IN THE MATTER OF
THE LOCAL RULES

ORDER

IT IS ORDERED, pursuant to the authority of Rule 9029 of the Federal Rules of Bankruptcy Procedure, commencing on September 16, 1996, the following rules shall constitute the Local Rules of the United States Bankruptcy Court for the Southern District of Illinois and shall remain in effect unless amended or abrogated. All prior Local Rules are hereby rescinded.

Dated: September 16, 1996

/s/ JUDGE KENNETH J. MEYERS

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SOUTHERN DISTRICT OF ILLINOIS**

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APPLICABILITY OF LOCAL RULES

1001-1. General.

These Local Bankruptcy Rules are adopted pursuant to Rule 9029 of the Federal Rules of Bankruptcy Procedure, to govern the local practice and procedures before the United States Bankruptcy Court for the Southern District of Illinois.

These rules shall be cited as "S.D. Ill. LBR ___ - ___" (Example: "S.D. Ill. LBR 1001-1") and shall be construed in a manner consistent with the Bankruptcy Code and the Federal Rules of Bankruptcy Procedure. These rules may be amended or supplemented, from time to time, by additional orders as the Court deems necessary.

1001-2. Local Rules of the United States District Court.

Except as otherwise ordered, the Local Rules of the United States District Court for the Southern District of Illinois are hereby adopted and incorporated herein and shall apply to proceedings in the United States Bankruptcy Court.

PART I.

COMMENCEMENT OF CASE; PROCEEDINGS RELATING TO PETITION AND ORDER FOR RELIEF

1002-1. Commencement of Case.

The minimum number of copies of the petition, statements, schedules and lists required by this Court are as follows:

(OF# = Official Bankruptcy Form Number)
(O = Signed Original)

CHAPTER	<u>7</u>	<u>11</u>	<u>12</u>	<u>13</u>
Petition (OF#1)	O+3	O+6	O+3	O+3
Exhibit "A" (OF#1) (Corp/Part Only)		O+6		
Unsworn Decl (OF#2) (Corp/Part Only)	O+3	O+6	O+3	
Application and Order to Pay Filing Fee in Installments (OF#3)	O+1	O+1	O+1	O+1
List of 20 Largest Creditors (OF#4)		O+6		
Involuntary Petition	O+3	O+6		

(OF#5)

Summary of Schedules/ Schedules (OF#6)	O+3	O+6	O+3	O+3
Statement of Financial Affairs (OF#7)	O+3	O+6	O+3	O+3
Statement of Intentions (OF#8)	O+3			
Chapter 11/12/13 Plan		O+6	O+3	O+3
Amendments to Above Forms: Same number of copies as the original filing dictates.				
Attorney Fee Disclosure	O+3	O+6	O+3	O+3
Matrix	O	O	O	O
Verification of Matrix	O	O	O	O

1002-2. Matrix.

A matrix listing the complete name, address and zip code of each creditor shall be filed with the initial schedule of liabilities, and shall be used for scanning the creditors into the computer. The correct procedure for the preparation of a matrix is shown in Appendix 1 to these rules. The debtors should also verify that the matrix includes all creditors listed on the schedules and submit an appropriate verification similar to the one shown in Appendix 1(a).

When amending schedules to add a creditor(s), a matrix showing only the creditors added shall be submitted with the Amended Schedules.

Documents which fail to comply with the provisions of this rule shall be accepted for filing, but are subject to being stricken by order of the Court.

1007-1. Voluntary Case.

When a debtor fails to timely file the appropriate schedules and statements in accordance with Rule 1007(c) of the Federal Rules of Bankruptcy Procedure, the Court may dismiss the case without further notice, except in a Chapter 7 proceeding, in which case the Clerk shall notify the United States Trustee of this deficiency for appropriate action in accordance with 11 U.S.C. §707(a)(3).

1007-2. Involuntary Case.

The burden to prosecute an involuntary petition rests with the petitioning creditors. Although the burden of filing a schedule of liabilities rests with the debtor under Rule 1007 of the Federal Rules of Bankruptcy Procedure, the petitioning creditors shall take such action as may be necessary to ensure that appropriate statements and schedules are filed by the debtor. The Court may dismiss an involuntary petition for want of

prosecution should the petitioning creditors fail to monitor the debtor's compliance with the requirements to file appropriate statements and schedules.

1009-1. Amendments of Voluntary Petitions, Lists, Schedules and Statements.

The debtor shall forthwith file a signed copy of any amendment to petitions, lists, schedules, and statements, together with a certificate of service.

PART II.

**OFFICERS AND ADMINISTRATION; NOTICES; MEETINGS;
EXAMINATIONS; ELECTIONS; ATTORNEYS AND ACCOUNTANTS**

2002-1. Noticing by Proponent.

The proponent of the following matters will serve the notice required by Rule 2002 of the Federal Rules of Bankruptcy Procedure and, shall forthwith file a signed copy of the notice with a verified certificate of service.

* A. A proposed use, sale, or lease of property of the estate other than in the ordinary course of business.

* B. The time fixed to accept or reject a proposed modification of a Chapter 12 or Chapter 13 Plan. A motion to allow temporary cessation/abatement of loan payments to the Trustee is considered a modification of a plan and shall be noticed accordingly.

C. An application for compensation or reimbursement of expenses totaling in excess of \$500.

D. A motion to compromise or settle a controversy, other than approval of an agreement pursuant to Rule 4001(d) of the Federal Rules of Bankruptcy Procedure.

* Absent an objection, there will be no Court involvement with respect to this matter.

2002-2. Notices to the United States and its Various Agencies.

Whenever these rules or the Federal Rules of Bankruptcy Procedure require that notice be sent to the United States and its various agencies, the notice shall be addressed as indicated in Appendix 2 to these rules.

2002-3. Certificate of Service.

A certificate of service shall contain the full name and address of the persons/entities served, or, if applicable, the certificate of service may state that "all creditors listed on the matrix have been served."

2003-1. Requests to Reschedule 341 Meetings.

All requests to continue or reschedule 341 Meetings must first be directed to the United States Trustee in Chapter 11 Cases and to the assigned Trustee or Interim Trustee, as appropriate, in Chapters 7,12 and 13. Upon agreement between the proponent of the continuance and the appropriate Trustee/Interim Trustee, it is the responsibility of the proponent to immediately serve notice to all creditors and parties in interest, including the Court, of the new date, time and place of the rescheduled 341 Meeting. The proponent is to file a certificate of service with the Court's copy of the notice.

2003-2. Requests to Reschedule 341 Meetings Within Five (5) Days of Meeting.

Any request by the debtor to reschedule a 341 Meeting within five (5) days of the scheduled meeting will require either the debtor or his/her attorney to appear at the scheduled meeting to request that the meeting be rescheduled. If the appropriate Trustee/Interim Trustee consents to the rescheduling and announces at the regularly scheduled 341 Meeting the new 341 Meeting date, no further notice to the creditors and parties in interest is required, except that the appropriate Trustee/Interim Trustee shall advise the Court of the rescheduled hearing date, time and place.

2003-3. Disputes.

Prior to filing a motion which seeks a continuance of a 341 Meeting or which requests that a joint debtor be excused from a 341 Meeting, the movant shall seek such relief from the Trustee/Interim Trustee. Failure to do so may result in the denial of the motion by the Court.

2003-4. Record of Meeting.

The United States Trustee, assigned Trustee/Interim Trustee, or in any event, the presiding officer at the 341 Meeting, shall forward the following to the Court within two (2) days following the 341 Meeting:

- A. A copy of the 341 Calendar with appropriate notations (if any).
- B. A copy of the 341 Meeting Notes prepared for each case listed on the Calendar mentioned above.

2004-1. Examination.

Upon agreement of the parties, the movant shall schedule the date, time and meeting place for the examination, which shall be held within thirty (30) days of the date of the

order allowing the examination. If the parties cannot agree upon a date and place, the movant shall petition the Court to set the date, time and place of examination.

2015-1. Chapter 7 Trustee Duties.

The Trustee shall submit the following reports to the Court:

A. A First Report within sixty (60) days of the 341 Meeting of Creditors if a "No Asset Report" has not been filed.

B. An Interim Report every six (6) months subsequent to the First Report (a copy of the semi-annual report to the U.S. Trustee will suffice) unless a Final Distribution has been filed and approved by the Court.

C. In all dismissed cases, a Report of Receipts and Disbursements, or, if applicable, a Report of No Receipts and Disbursements, within ten (10) days of dismissal.

D. A report of sale within five (5) days of sale stating property sold, to whom sold and the dollar amount for which the property was sold. An auctioneer's report may be substituted for the foregoing.

2016-1. Compensation for Services Rendered and Reimbursement of Expenses.

An application for professional services must comply with this Court's decision in In re Wiedau, Inc., 78 B.R. 904 (Bankr. S.D. Ill. 1987).

2016-2. Notice of Potential Conflict of Interest.

Any time any portion of the attorney's fees and/or expenses of filing and/or pursuing a Chapter 11, 12 or 13 proceeding are provided in whole or in part by a creditor of the debtor or insider of the debtor, such information shall be disclosed by the debtor to all creditors by a separate written notice, a copy of which shall be filed with the Court, together with a certificate of service. It shall be the responsibility of the attorney for the debtor in every case to inquire of the debtor whether there have been any contributions by creditors to the debtor for attorney's fees and/or expenses incurred by the debtor in filing and/or pursuing any Chapter 11, 12 or 13 proceeding.

PART III.

CLAIMS AND DISTRIBUTION TO CREDITORS AND EQUITY INTEREST HOLDERS; PLANS

3003-1. Filing Proof of Claim or Equity Security Interest in Chapter 9 Municipality or Chapter 11 Reorganization Cases.

Unless otherwise ordered, the claims bar date is ninety (90) days following the first date set for the Meeting of Creditors for any creditor or equity security holder whose claim or interest is not scheduled or is scheduled as disputed, contingent, or unliquidated.

3007-1. Objections to Claims in Chapter 13 Cases.

In a chapter 13 case, a separate Notice must be filed along with an objection to claim and must be served on all interested parties. The Notice shall comply with the following form:

This page revised 10/03

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

In Re:

Chapter
13

(Debtors)

(Objector)

Case No.

vs.

(Respondents)

NOTICE OF OBJECTION TO CLAIM

An objection to your claim has been mailed this date to the U.S. Bankruptcy Court at *_____. A copy is attached hereto.

Any response in opposition to the objection must be filed with the Court within thirty (30) days of the date of this Notice, with a copy forwarded to all interested parties. If no response is filed, the Court will enter an order sustaining the objection and disallowing or modifying the claim without further notice to any party.

If a response is filed, a hearing on the objection will be held at 9:00 a.m. on the ___ day of _____, 20__, before the United States Bankruptcy Court, _____.** If a party fails to appear in person or by counsel, the Court may proceed with the scheduled hearing and may enter an appropriate order on the objection. You will receive no further notice of the hearing.

*Insert appropriate Clerk's Office:

U.S. Bankruptcy Court for the Southern District of Illinois, 750
Missouri Avenue, East St. Louis, Illinois 62202-0309

U.S. Bankruptcy Court for the Southern District of Illinois, 301 West
Main Street, Benton, Illinois 62812

**Obtain the hearing date and Court location by visiting our [Hearing Dates for Objections to Claims](#) web page or by telephoning the Clerk's Office at (618) 482-9400 for East St. Louis cases or (618) 435-2200 for Benton cases.

PART IV.

THE DEBTOR: DUTIES AND BENEFITS

4001-1. Relief from Stay Motions.

A motion for relief from stay must be filed as a separate pleading, except such motion may also include a request for abandonment or adequate protection.

A. Content of Motion for Relief from Stay. A motion for relief from stay shall:

1. name as respondents the debtor, the case trustee (if one has been appointed) and, to the extent known to the moving party, any other entity that may have a legal or equitable interest in the property which is the subject of the motion;
2. state with particularity the grounds therefore and the relief sought;
3. state the value of the property, if known, and the amount of any known encumbrances thereon;
4. if the motion is brought "for cause" rather than for "lack of equity," state the specific facts that constitute "cause".

B. Notice of Motion. A Notice under this section must be filed along with the motion for relief from stay and served on all respondents. The Notice shall comply with the following form:

This page revised 10/03

IN THE UNITED STATES BANKRUPTCY COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS

In Re:

In
Proceedings

(Debtors)

Under
Chapter __

Case No.

(Movant)

(Respondents)

**NOTICE OF MOTION FOR RELIEF FROM AUTOMATIC STAY, PROVISION
DIRECTING RESPONSE THERETO, AND SETTING HEARING ON
OBJECTIONS, IF ANY**

The above captioned persons shall take notice that a motion or other request to lift the automatic stay in the above captioned bankruptcy has been mailed this date to the *_____. A copy attached hereto.

Any objections to the attached motion must be filed with the Court on or before the *(1) day of _____, 20__, with a copy forwarded to _____
*(2)_____.

If no objections to the relief sought are timely filed, the Court will enter an order granting the motion.

In the event an objection is filed, a preliminary hearing on the motion will be held before the Court at *(3) a.m./p.m. on the day of _____, 20__, at the U.S. Bankruptcy Court _____. If a party fails to appear in person or by counsel, the Court may proceed with the scheduled hearing and may enter an appropriate order or judgment, including dismissal of the pending motion.

*Insert appropriate Clerk's Office:

U. S. Bankruptcy Court for the Southern District of Illinois, 750
Missouri Avenue, POB 309, East St. Louis, Illinois 62202-0309

U.S. Bankruptcy Court for the Southern District of Illinois, 301 West
Main Street, Benton, Illinois 62812

*(1) fifteen (15) days from date of service

*(2) insert movant(s) name and address

*(3) obtain the hearing date and Court location by telephoning the Clerk's Office at (618)482-9400 for East St. Louis cases; (618)435-2200 for Benton cases.

C. Incomplete Pleadings. Any motion for relief from stay not accompanied by the notice of motion, a certificate of mailing and the required fee shall be returned, upon order of the Court.

D. Opposition to Relief from Stay. Any pleading in opposition to the motion for relief from stay shall:

(1) be filed and served on the movant not later than 15 days from the date of service.

(2) identify the interest of the opposing party in the property;

(3) state with particularity the grounds for the opposition; and

(4) if filed by the debtor, state the value of the property specified in the motion and the amount of equity that would be realized by the debtor after deduction of all encumbrances.

In addition to service of the opposing pleading on the persons or entities specified in S.D. Ill. LBR 4001-1, the objecting party shall serve a copy of the pleadings on any additional entity or person known to him/her who has a legal or equitable interest in the property.

E. Uncontested Motion. Unless an objection to a motion for relief from stay is timely filed or unless the Court directs otherwise, an order allowing the motion shall be entered without a hearing.

4002-1. Attendance at Meeting of Creditors.

In a case where a voluntary petition has been filed, if the debtor fails to appear at a scheduled meeting of creditors, the Court may dismiss the case without further notice.

4003-1. Avoidance by Debtor of Transfer of Exempt Property.

The debtor shall serve a separate notice, along with the motion to avoid a lien or transfer of property exempt under 11 U.S.C. §522(f), on the lien holders or transferees, the trustee and the United States Trustee. The notice shall include a provision which allows a twenty (20) day objection period. The debtor shall forthwith file a signed copy of the notice and motion with a certificate of service.

4008-1. Discharge Hearings.

Discharge hearings will not be conducted.

4008-2. Reaffirmation Hearings.

Any reaffirmation agreement filed by a pro se debtor shall be set for hearing on the first available date following the last date a creditor may file an objection to discharge in the case. It shall be the responsibility of the pro se debtor to ensure that the reaffirmation agreement is filed no later than sixty (60) days following the first date scheduled for the meeting of creditors. The discharge order will be entered by the Clerk not earlier than fourteen (14) days following the reaffirmation hearing.

PART V.

COURTS AND CLERKS

5001-1. Court Locations and Mailing Addresses.

The locations and mailing addresses for the two (2) court and clerk's offices in this District are as follows:

Melvin Price Federal Courthouse
750 Missouri Avenue
East St. Louis, Illinois 62202-0309
(618) 482-9400

Federal Courthouse
301 West Main Street
Benton, Illinois 62812-1150
(618) 435-2200

5001-2. Hearing Locations.

In addition to the Court hearing locations in East St. Louis and Benton, Illinois, Court hearings are also scheduled at the following locations within the District:

Federal Building, Room 222
501 Belle Street
Alton, Illinois

County Office Building
Courtroom 1st Floor
101 North 4th Street
Effingham, Illinois

All correspondence and filings should be presented to the Clerk, U.S. Bankruptcy Court for the Southern District of Illinois at either the East St. Louis or Benton, Illinois location, whichever is the nearest. The hearing locations in Alton and Effingham, Illinois are hearing locations only and are not staffed offices of the Court.

5001-3. Collection of Fees by the Clerk's Office.

Except as otherwise provided by Rule 1006(b) of the Federal Rules of Bankruptcy Procedure and 28 U.S.C. §1930(a)(6), all fees which the Clerk is required to collect are due and owing at the time of filing or in advance of performing any requested service.

The appropriate fee shall be in the form of a cashier's check, money order or a check of the attorney for the debtor, made payable to "Clerk, U.S. Bankruptcy Court". Personal checks of the debtor will not be accepted by the Clerk's office. Cash should not be sent through the mail. The Clerk is not responsible for the loss of cash allegedly mailed and not received in the Clerk's office.

5001-4. Dishonored Checks.

Upon a check or draft being returned by the depository upon which it is drawn for insufficient funds, the Clerk, without further order, may thereafter, for a period of six (6) months, accept only cash, a cashier's check or money order from the person giving the dishonored check.

5001-5. Case Information.

The Clerk's Office has installed a computerized Voice Case Information System (VCIS) which provides information on a case by dialing in from any touch-tone telephone. See Appendix 3 for the telephone number and instructions on its use.

Telephone inquiries to the regular business telephone line of the Clerk's Office requesting information that is readily available on VCIS will be directed to the VCIS telephone number.

PART VI.

COLLECTION AND LIQUIDATION OF THE ESTATE

6004-1. Notice of Proposed Sale and Notice of Sale Free and Clear of Liens and Other Interests.

In addition to the notice requirements of Rule 2002 of the Federal Rules of Bankruptcy Procedure, if the pleading is for a sale to a private entity, the notice must also include a statement substantially as follows:

"Any higher bids must be stated in writing and received by (proponent of the motion) not later than (The same date as the last date to object to the motion)."

6005-1. Duty of Appraiser or Auctioneer.

After completing the appraisal or auction, and before receiving any compensation or reimbursement of expenses, except as otherwise authorized by the Court, an appraiser or auctioneer shall file with the Court and serve on the trustee, debtor or debtor in possession and the United States Trustee:

- A. An appraisal or the report of the auctioneer; and
- B. An application for compensation containing a detailed itemization of requested compensation and actual expenses.

6007-1. Abandonment or Disposition of Property.

A motion for abandonment of property by a creditor will be granted without notice if the trustee has filed a No Asset Report and Statement of Abandonment.

PART VII.

ADVERSARY PROCEEDINGS

7003-1. Documents Required to Commence Adversary Proceeding.

A party filing a complaint under this rule shall submit an original and two copies of the complaint. Failure to submit sufficient copies shall not prevent the filing of the complaint, but such failure shall be brought to the attention of the Court for such additional action as the Court may deem appropriate.

7004-1. Service of Summons on the United States and its various Agencies.

Whenever service is required by the Federal Rules of Bankruptcy Procedure on the United States or its various agencies, the service shall be to the addresses indicated in Appendix 2 to these rules.

7016-1. Pretrial Conferences; Scheduling; Management.

Except as may otherwise be ordered, Rule 16 of the Federal Rules of Civil Procedure shall not be applicable to practice in this Court.

7026-1. General Provisions Governing Discovery; Duty of Disclosure.

Except as may otherwise be ordered, Rules 26(a), 26(d), 26(e), 26(f) and 26(g)(1) of the Federal Rules of Civil Procedure shall not be applicable to practice in this Court.

7026-2. Motions to Compel.

Unless otherwise ordered, the Court will not entertain any motion under Rule 37 of the Federal Rules of Civil Procedure unless, prior to the filing of the motion, counsel for the

moving party has conferred or has made reasonable efforts to confer with opposing counsel concerning the matter in dispute. Counsel for the moving party shall file a statement establishing compliance with this rule with any motion filed under Rule 37.

7026-3. Discovery Material.

A. If relief is sought concerning any interrogatories, answers to interrogatories, or requests for production or inspection, copies of the portions of the interrogatories, answers, or requests in dispute shall be filed contemporaneously with any motion filed under said rules.

B. If interrogatories, answers, requests for production, responses to requests for admissions, or depositions are to be used at trial or are necessary to a pretrial motion that might result in a final order on any issue, two copies of the portions to be used shall be filed at the outset of the trial or at the filing of the motion insofar as their use can be reasonably anticipated.

7041-1. Dismissal of Underlying Bankruptcy Case.

Any pending adversary proceeding shall be dismissed ten (10) days following the date of dismissal of the underlying bankruptcy case, unless a party, within the same period, requests otherwise by written motion.

PART IX.

GENERAL PROVISIONS

9006-1. Motion for Relief from Stay.

Any objections to a motion for relief from stay shall be filed on or before 15 days from the date of service. This provision is to allow the Court time to meet the statutory hearing requirements of 11 U.S.C. §362(e).

9011-1. Signature Requirement and Attorney Information.

If a party is represented by an attorney, every pleading presented for filing shall be signed by the attorney of record. Under the attorney's signature shall be typed the attorney's name, office address, telephone number and his/her state bar number.

9011-2. Representation of a Corporation/Partnership.

Any pleading, motion or other paper filed on behalf of any corporation or partnership by a non-attorney may be stricken by the Court.

9011-3. Stipulations and Agreed Orders.

Every stipulation and agreed order shall be signed by each interested party or their attorney of record.

9013-1. Stipulations or Agreements.

Stipulations or agreements must be filed with an appropriate motion to approve same.

9013-2. Proposed Orders.

All motions, applications, stipulations or agreements must be accompanied by a proposed order on a separate sheet of paper with the full style of the case.

9013-3. Briefs.

Motions to dismiss, to strike, to make more definite, for judgment on the pleadings, and for summary judgment shall be supported by a separate brief filed with the motion. Unless the Court orders otherwise, each party opposing the motion shall have ten (10) days after the filing of the movant's brief in which to serve and file an answering brief. All briefs shall contain a short, concise statement of the party's position, together with citations of authority, if any. No brief beyond the answering brief shall be filed except upon leave granted. Each party shall serve a copy of his brief upon the adverse party and file proof of such service at the time of filing his brief.

Upon failure to file any of the briefs provided for by this Rule, the court may, upon its own motion or upon the motion of a party, take such action as it deems appropriate, including the striking of the motion, the granting or denying thereof without briefs, setting same for hearing, or entering an order to file supporting or opposing briefs.

9014-1. Appearance at Court Proceeding.

All parties to a contested matter are to appear at the scheduled hearings unless:

- A. Counsel advises the Court prior to the hearing that the matter has been resolved; or
- B. At least one party appears and reports to the court concerning resolution of the matter; or
- C. An order granting a continuance has been entered.

9014-2. Submission of Proposed Orders Following Hearing.

Attorneys who are directed to submit proposed orders to the Court shall submit the proposed order within five (5) days of the hearing unless otherwise directed by the Court. Failure to comply with the provisions of this Rule will necessitate the Court taking whatever action it deems appropriate, including the imposition of sanctions.

9034-1. Transmittal of Pleadings, Papers, Objections, and Other Papers to the United States Trustee.

The mailing address for the United States Trustee servicing the Southern District of Illinois is 401 Main Street, Suite 1100, Peoria, Illinois 61602. The United States Trustee's telephone number is (309) 671-7854.

APPENDIX 1

Click [here](#) to download a copy of the current matrix guidelines.

APPENDIX 1(a)

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

IN RE:

CASE NO.

Debtor(s) .

VERIFICATION OF CREDITOR MATRIX

The above named Debtor(s) hereby verify that the attached list of creditors is true and correct to the best of my/our knowledge and that it corresponds to the creditors listed in my/our schedules.

Date: _____

Debtor

Joint Debtor

APPENDIX 2

MAILING ADDRESSES FOR UNITED STATES AND VARIOUS GOVERNMENT AGENCIES

1. Notice to the United States and Various Agencies.

Whenever these Rules or the Federal Rules of Bankruptcy Procedure require that notice be sent to the United States, the notice shall be addressed as follows:

United States Attorneys Office
Financial Litigation Unit
9 Executive Drive, Suite 300
Fairview Heights, Illinois 62208

In addition, a copy of the notice shall be sent directly to the Agency involved at the address set forth herein:

If to the Internal Revenue Service (Chapters 7, 11, 12):
Internal Revenue Service
Special Procedures Stop 5013 CHI
P.O. Box 745
Chicago, IL 60690

If to the Internal Revenue Service (Chapter 13):
Internal Revenue Service
Chief, Special Procedures Section
320 W. Washington Street, STOP 11
Springfield, Illinois 62701-1135

If to the Small Business Administration:
Thomas Jackson
General Counsel
Small Business Administration
511 West Capitol Drive, Suite 302
Springfield, Illinois 62704

The Department of Agriculture is divided into the Rural Development Office and the Farm Service Agency.

The Rural Development Office was previously known as the Farmers Home Administration and the Rural Economic and Community Development. This office handles all housing loans for the Department of Agriculture. Their address is as follows:

Barry L. Ramsey, Housing Programs Director
U.S. Department of Agriculture
Rural Development
Illini Plaza, Suite 103
1817 South Neil Street
Champaign, Illinois 61820

The Farm Service Agency was formerly known as the Agricultural Stabilization and Conservation Service. The Farm Service Agency handles all farm loans previously handled by the Farmers Home Administration and the Agricultural Stabilization and Conservation Service. Their address is as follows:

Steven Scates, State Executive Director
U.S. Department of Agriculture
Farm Services Agency (USDA-FSA)
3500 Wabash Avenue
P.O. Box 19273
Springfield, Illinois 62794-9273
2. Service of Summons Upon the United States.

Whenever service of summons is to be made upon the United States, a copy of the summons and complaint shall be sent by certified mail to both:

United States Attorney General
Civil Division, Service of Process
U.S. Department of Justice
10th & Constitution Ave., N.W.
Washington, D.C. 20530

AND

United States Attorneys Office
Financial Litigation Unit
9 Executive Drive, Suite 300
Fairview Heights, Illinois 62208

With a copy of the summons and complaint being mailed directly to the Agency involved.

3. Service upon Illinois Department of Revenue.

Whenever service is made upon the Illinois Department of Revenue, notices should be sent to the following address:

Illinois Department of Revenue
Bankruptcy Unit Level 7-425
100 Randolph Street
Chicago, Illinois 60601

4. Service upon Missouri Department of Revenue.

Whenever service is made upon the Missouri Department of Revenue, notices should be sent to the following address:

Missouri Department of Revenue
Box 475
Jefferson City, Missouri 65105

APPENDIX 3

Click [here](#) to visit our *Voice Case Information System (VCIS)* Instructions page.

Revised 10/21/98

APPENDIX 3(a)

VCIS: VOICE CASE INFORMATION SYSTEM (AS OF 9/15/98)

Court of Appeals

1st Circuit

Computer

(617)223-4713

2nd Circuit

(212)791-8016

4th Circuit

(804)771-2084 or (800)362-7992

5th Circuit

(504)589-6514

DC Circuit

(202)273-0926 or (800)552-8621

Bankruptcy Courts

Computer

Alabama-Southern

(334)441-5637

Alaska

(907)271-2658

Arizona (Phoenix)

(602)640-5820

Arizona (Tucson)

(520)620-7475

Arkansas

(501)918-5555 or (800)891-6741

California-Central (Los Angeles)

(213)894-4111

California-Central (Santa Ana)

(714)836-2278

California-Central (San Fernando)

(818)587-2936

California-Central (Santa Barbara)

(805)884-4805

California-Central (Riverside)

(909)774-1150

California-Eastern

(916)551-2989 or (800)736-0158

California-Northern (San Francisco)

(415)705-3160 or (800)570-9819

California-Northern (San Jose)

(800)457-0604

California-Southern

(619)557-6521

Colorado

(303)844-0267

Connecticut

(860)240-3345 or (800)800-5113

Delaware	(302)573-6233 or (800)667-5530
District of Columbia	(202)273-0048
Florida-Middle (Jacksonville)	(904)232-1313
Florida-Middle (Orlando)	(407)648-6800
Florida-Middle (Tampa)	(813)243-5210
Florida-Southern	(305)536-5979 or (800)473-0226
Georgia-Middle	(912)752-8183
Georgia-Northern	(404)730-2866/7
Idaho	(208)334-9386
Illinois-Central	(217)492-4550 or (800)827-9005
Illinois-Northern (Chicago)	(312)408-5089
Illinois-Northern (Rockford)	(815)987-4487
Illinois-Southern	(618)482-9365 or (800)726-5622
Indiana-Northern	(219)236-8814 or (800)755-8393
Indiana-Southern	(800)335-8003
Iowa-Northern	(319)362-9906 or (800)249-9859
Iowa-Southern	(515)284-6427 or (800)597-5917
Kansas	(316)269-6668 or (800)827-9028
Kentucky-Eastern	(606)233-2657 or (800)998-2650
Kentucky-Western	(502)625-7391 or (800)263-9385
Louisiana-Eastern	(504)589-7879
Louisiana-Middle	(504)382-2175
Louisiana-Western	(318)676-4234 or (800)326-4026
Maine	(207)780-3755 or (888)201-3572
Maryland	(410)962-0733
Massachusetts	(617)565-6025
Michigan-Eastern	(313)961-4940
Michigan-Western	(616)456-2075
Minnesota	(612)664-5302 or (800)959-9002
Mississippi-Northern	(601)369-8147
Mississippi-Southern (Biloxi)	(601)435-2905 or (800)293-2723
Mississippi-Southern (Jackson)	(601)965-6106 or (800)601-8859
Missouri-Eastern	(314)425-4054
Missouri-Western	(816)842-7985 or (816)426-5822
Montana	(406)782-1060
Nebraska	(402)221-3757 or (800)829-0112
Nevada	(702)388-6708 or (800)314-3436
New Hampshire	(603)666-7424 or (800)851-8954

New Mexico	(505)248-6536 or (888)435-7822
New Jersey	(201)645-6044/5
New York-Eastern	(718)852-5726 or (800)252-2537
New York-Northern	(800)206-1952
New York-Southern	(212)668-2772
New York-Western	(716)551-5311 or (800)776-9578
North Carolina-Eastern	(919)234-7655
North Carolina-Middle	(910)333-5532
North Carolina-Western	(704)344-6311
North Dakota	(701)239-5641
Ohio-Northern	(330)489-4731 or (800)898-6899
Ohio-Southern (Dayton, Cincinnati)	(513)225-2544 or (800)726-1004
Ohio-Southern (Columbus)	(513)225-2562 or (800)726-1006
Oklahoma-Eastern	(918)756-8617
Oklahoma-Western	(405)231-4768 or (800)872-1348
Oregon	(503)326-2249 or (800)726-2227
Pennsylvania-Eastern	(215)597-2244
Pennsylvania-Western	(412)355-3210
Rhode Island	(401)528-4476 or (800)843-2841
South Carolina	(803)765-5211 or (800)669-8767
South Dakota	(605)330-4559 or (800)768-6218
Tennessee-Eastern	(423)752-5272 or (800)767-1512
Tennessee-Western	(901)544-4325 or (888)381-4961
Texas-Northern	(214)767-8092 or (214)767-4200 or (800)886-9008
Texas-Eastern	(903)590-1217
Texas-Southern	(713)250-5049 or (800)745-4459
Texas-Western	(210)472-4023
Utah	(801)524-3107 or (800)733-6740
Vermont	(802)747-7627 or (800)260-9956
Virginia-Eastern	(804)771-2736 or (800)326-5879
Washington-Eastern	(509)353-2404
Washington-Western	(206)553-8543 or (206)553-6504 or (888)436-7477
West Virginia-Northern	(304)233-7318
West Virginia-Southern	(304)347-5337
Wisconsin-Eastern	(414)297-3582
Wisconsin-Western	(800)743-8247

Last updated on October 28, 2003