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### How do I get **Admitted to Practice** in the Bankruptcy Court?

Admission of Attorneys to practice generally in the Southern District of Illinois is accomplished through the U.S. District Court. For admission requirements or information, contact the U.S. District Court, SDIL, at 618-482-9371.

A Motion to Appear Pro Hac Vice is filed with the U.S. Bankruptcy Court with the appropriate fee tendered to the Clerk of the U.S. District Court. Upon filing of the motion, contact the U.S. Bankruptcy Court at 618-482-9400 for filing fee payment instructions. A proposed order is not required for this type of motion.

### How can I find **Case Information**?

There are several ways to obtain case information:

#### 1. **Voice Case Information System (VCIS)**

Dial the local VCIS number (618) 482-9365, or the toll free number 1-866-222-8029. See the VCIS instructions under the Public Access Services tab on this website for further information. This is a free service that allows callers to access case information 24 hours a day, 7 days a week, from any touch tone telephone.

## 2. **Public Access to Court Electronic Records (PACER)**

PACER is an electronic public access system which allows attorneys and the public to access the court's electronic docket and electronic claims register from a personal computer. For PACER registration information call the PACER Service Center at 1-800-676-6856 or visit the PACER Service Center website at <http://pacer.psc.uscourts.gov>. See the PACER instructions under the Public Access Services tab on this website for further information.

## 3. **In Person**

Public access computers are available for use at the intake counters in both the East St. Louis and Benton offices. Bankruptcy documents may be viewed in person or retrieved for printing or copying. There is a per page fee for printing and copy services.

### How do I obtain **Certified Copies**?

You may obtain certified copies in person or by mailing a written request. Payment for the certified copies is due at the time of the request. If appearing in person, please note that the Court cannot make change. If mailing the request, obtain the amount to submit by contacting the Court at 618-482-9400 or 618-435-2200. Certified copies are \$11.00 per certification and \$0.50 per page for copy work.

Please include the case name and number, and the title of the specific document(s) that you wish to have certified. In addition, please include a self-addressed, stamped envelope for return mailing.

### What is **Case Management/Electronic Case Filing (CM/ECF)**?

Case Management/Electronic Case Filing (CM/ECF) is the Federal Judiciary's electronic filing system that allows trained and certified users to file or retrieve new bankruptcy cases and other pleadings from their computer. The system uses standard computer hardware, an Internet connection and browser, and software to format a document for electronic filing. See the CM/ECF information under the CM/ECF tab on this website for further information.

### How long does the bankruptcy filing stay on my **Credit Report** and how can I get an **Error Corrected**?

The Bankruptcy Court has no jurisdiction over credit reporting agencies. The Fair Credit Reporting Act is the law that controls the credit reporting agencies. See the Federal Trade Commission website at [www.ftc.gov](http://www.ftc.gov) for more information.

## Where can I obtain **Petition Forms**?

Petition forms can be obtained from an attorney or from The Federal Judiciary website at [www.uscourts.gov](http://www.uscourts.gov). Petition forms may also be found at office supply stores that sell legal forms.

The Forms Library on this website offers limited forms.

Please note that neither the Court, the Court-s staff nor the Clerk-s office can give you any type of legal advice or provide assistance in preparing the forms. Contact an attorney or a legal aid foundation for assistance in preparing the forms.

## How to become a **Limited Claims Filer**?

If your company would like to register for limited filing privileges and is currently a registered ECF filer in another bankruptcy court, you are not required to complete training. However, you must complete a Filing Exercise before a live login and password is issued. If your company would like to register for limited filing privileges and is not currently a registered ECF filer in another district, you will need to participate in ECF training and complete ECF Exercises. See the Training Information under the CM/ECF tab on this website for further information and the Registration Form. Complete the Registration form and mail it to the address on the form or fax it to (618) 482-9027. A court representative will contact you with instructions.

## How to become an **Attorney ECF Filer**?

If you are an attorney who is a registered ECF filer in another court, you are not required to attend a training class or complete the electronic learning modules. However, you must complete a Filing Exercise before a live login and password is issued. See the Training Information under the CM/ECF tab on this website for further information and the Registration Form. Complete the Registration form and mail it to the address on the form or fax it to (618) 482-9027. A court representative will contact you with instructions.

If you are an attorney who is not a registered ECF filer in another court, you will need to participate in ECF training (classroom or electronic learning modules) and complete Filing Exercises. Please contact the Clerk's Office at 618-482-9075 for further information. See the Training Information under the CM/ECF tab on this website for further information and the Registration Form. Complete the Registration form and mail it to the address on the form or fax it to (618) 482-9027. A court representative will contact you with instructions.

## What is the **Means Test**?

Section 707(b)(2) of the Bankruptcy Code applies a means test to determine whether an individual debtor's chapter 7 filing is presumed to be an abuse of the Bankruptcy Code requiring dismissal or conversion of the case. See "Means Testing Resources" under the Links drop-down menu on this website.

## How does a creditor report a change of address to the Court?

If you are a creditor who would like to report a change of address to the Court, a separate notice of change of address must be filed with the Court in each case in which you wish the address to be changed. The notice must contain the name of the case, the case number, and your new address information, and must include a complete original signature (first and last name) or, if electronically filed, shall indicate a signature with the party's name typed in full, e.g., /s/ Jane Doe.

## How does a creditor register a preferred address?

Entities wishing to register a preferred address in which to receive notices pursuant to 11 USC § 342(f), may obtain information by visiting the Court's web site at <http://www.ilsb.uscourts.gov/ncrs.shtm>.