

Chapter 7 Trustee Class

Presented by the Clerk's Office of the U.S. Bankruptcy Court, Northern District of Illinois

This class is an instructor-led course designed for a trustee who is also an attorney and who can navigate a browser and convert word processing documents into PDF. Course length is 4 hours. This course provides a trustee/attorney with hands on experience using CM/ECF. Upon completion of this course you will be able to:

- Navigate the court's web page and access ECF
- Convert word processing documents into Portable Document Format (PDF)
- Open a bankruptcy case and adversary proceeding
- Upload a creditor matrix
- File/Docket trustee/attorney related documents
- Pay filing fees via the Internet and Retrieve Internet Payment history
- Research the electronic docket to obtain case information using various reports in CM/ECF

Pre-Class Assignment:

- Read and become familiar with Administrative Procedures
- Access court's website www.ilnb.uscourts.gov and become familiar with online forms and orders and judges' homepage for scheduling hearings.

Locations

CM/ECF classroom training will be offered in our Chicago and Rockford divisional offices.

Chicago classes will be held in the Dirksen Federal Building - 219 South Dearborn - U. S. Bankruptcy Court, Training Offices - Room 1140.

Rockford classes will be held in the Federal Courthouse - 211 South Court Street - U.S. Bankruptcy Court Clerk's Office - Room 110.