

INTERNAL

OPERATING PROCEDURES

Effective July 23, 2020

IOP1 SEAL OF THE COURT

The seal of this court is circular, is two inches in diameter, and includes the words “United States Bankruptcy Court for the Northern District of Illinois” in a circle surrounding the replica of the face or eagle side of the Great Seal of the United States.

IOP2 EMERGENCY JUDGE

A. Designation of Emergency Judge

At all times there must be one judge assigned to act as emergency judge. The judges will select their terms of service as emergency judge specified in paragraph B in order of seniority, unless they exchange or otherwise rearrange their duty periods by agreement. If necessary, the chief judge will designate which judge will serve as emergency judge. No judge may serve as emergency judge within the ninety days immediately following taking the oath of office. The chief judge and any recall judge are not required to serve as emergency judge.

B. Term of Service as Emergency Judge

The term of service of an emergency judge starts at 12:01 A.M. on the first day of the assigned month and ends at midnight on the last day of the month.

C. Posting Notice Identifying Emergency Judge

The clerk must identify the emergency judge on the court’s website.

IOP3 CLASSES OF MATTERS

All cases and proceedings filed in this court must be assigned to one of the following three classes:

- (1) ADVERSARY PROCEEDINGS (ap), which includes all adversary proceedings and Security Investor Protection Act proceedings; and
- (2) BANKRUPTCY (bk), which includes all bankruptcy cases or ancillary proceedings other than Security Investor Protection Act proceedings.

- (3) MISCELLANEOUS (mp), which includes the filing or indexing of any document not associated with a case or proceeding for which a filing fee has been paid, including registering a judgment from another district. It also includes disciplinary proceedings.

IOP4 NUMBERING CASES AND PROCEEDINGS

When the initial document in each case or proceeding is filed, the clerk must assign to the case or proceeding a permanent designation to indicate the year in which it was filed, the class to which it belongs, and the case or proceeding number, as follows:

The year of filing will be indicated by the use of the last two digits of the calendar year in which the initial paper is filed.

The class to which the matter belongs will be indicated by the use of the letters ap for adversary, bk for bankruptcy, or mp for miscellaneous.

The case number will be the next number in the appropriate class. There will be a separate number series for each class. Each year in the Eastern Division bk and ap series will start with the number 1, and mp series will start with the number 90001. Each year in the Western Division the bk series will start with the number 80001, the ap series will start with the number 96001, and the mp series will start with the number 95001.

IOP5 REASSIGNMENTS/RECUSALS AND TEMPORARY INCAPACITY OF A JUDGE

A. Recusals

Whenever a matter is transferred to the chief judge for reassignment following a recusal, the chief judge must direct the clerk to reassign the matter by lot to a judge other than the recused judge.

B. Cook County Chapter 13 Cases

When a Cook County Chapter 13 case is reassigned, it must be assigned to a judge who has the same standing trustee as the original judge.

C. Temporary Incapacity of a Judge

The chief judge may reassign a matter from any judge who, due to temporary incapacity, is unable to administer a full calendar. Such transfers may only be made after consultation with the affected judge unless circumstances make such consultation impractical. After the return of that judge, the chief judge may transfer some or all of the reassigned matters back to the original judge, after consultation with both judges involved and determination whether such transfer would adversely affect judicial economy.

IOP6 CLERK – DELEGATED FUNCTIONS

The clerk of the court and such deputies as the clerk may designate are authorized to sign and enter without further direction the following orders and notices, which are deemed to be of a ministerial nature:

- (1) orders and notices that establish meeting and hearing dates required or requested by a party in interest under the Code, including orders that fix the last dates for the filing of various documents, including objections to discharge, complaints to determine dischargeability of debts, and proofs of claim;
- (2) final orders closing cases and discharging trustees;
- (3) form notices concerning dismissal of a case, revocation, denial or waiver of the discharge of a debtor, or fixing the time for filing claims;
- (4) orders permitting the payment of filing fees in installments and fixing the number, amount, and date of payment of each installment;
- (5) discharge orders and notices in Chapter 7, Chapter 11, and Chapter 13 cases;
- (6) orders vacating discharges entered and reopening cases closed due to clerical error;
- (7) orders denying applications for fee waivers, if the cases have been dismissed; and
- (8) orders to employers to pay trustees.