

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF ILLINOIS
EASTERN DIVISION

JUDGE TIMOTHY A. BARNES
STANDING ORDER NO. 4
DRAFT ORDERS TO FOLLOW

The court has observed a tendency of parties to not submit draft orders to follow (“DOTFs”) within the time period allotted them (generally fourteen days). As this adds to the court’s burden of having to recall matters that will simply to be continued once again for a delinquent order, the court now implements the following procedures for DOTFs,

IT IS HEREBY ORDERED THAT:

1. A party who has been given leave of the court to deliver to Judge Barnes a DOTF (a “DOTF Filer”) must follow the DOTF procedures set forth on the court’s website for Judge Barnes (<https://www.ilnb.uscourts.gov/content/judge-timothy-barnes>) (the “DOTF Procedures”). Unless a party has been given leave to use the DOTF Procedures on a particular matter, said party must not use the DOTF Procedures. Proposed orders for parties who have not been given such leave must be filed on the docket of the applicable matter. If a proposed order is filed on the docket less than 24 hours in advance of a hearing to which the order relates, the filing party must contact Judge Barnes’ chambers and alert them to the filing of the order.
2. All DOTFs must be submitted to the court in the manner and in accordance with the DOTF Procedures. This includes submitting all DOTFs in fillable order format unless leave is granted not to use a fillable order OR Judge Barnes’ procedures for fillable orders provide an exception to the fillable order requirement.

3. DOTFs are due no later than noon of the business day preceding the date of the hearing (the "Hearing Date") for which the matter is scheduled (such date and time being the "Due Date"). By way of clarification, when Judge Barnes sets a matter for "14 days, DOTF," this means that the Hearing Date will occur in 14 days. The Due Date is noon of the day preceding the Hearing Date.
4. If a DOTF Filer cannot comply with the Due Date, the DOTF Filer must contact Judge Barnes' chambers by the Due Date to request (a) that the matter be called, or (b) that the Due Date be extended. Any extension to the Due Date so requested, if granted by the court, will be posted on the court's call sheet by the close of business on the day preceding the scheduled Hearing Date and the Hearing Date will be continued in accordance with the extension.
5. If a DOTF Filer fails to comply with paragraph 4 of this Standing Order, the court will automatically continue the matter to a Hearing Date not less than 14 days from the scheduled Hearing Date. The Due Date will be extended accordingly. If the new Hearing Date falls on a day that court is not being conducted, the Hearing Date will be continued in additional seven-day increments until the new Hearing Date falls on a day that the court is conducting hearings. The Due Date will be extended accordingly.
6. A matter continued in accordance with paragraph 5 of this Standing Order *will not* be called on the originally scheduled Hearing Date, even if the parties request that it be called at the hearing.
7. DOTF Filers who repeatedly fail to comply with paragraph 4 of this Standing Order or who repeatedly fail to correct DOTFs when contacted by Judge Barnes' chambers may be, in the court's discretion: (a) defaulted on the DOTF Filer's position in the matter before the court;

(b) excluded from participation in the DOTF Procedures; (c) required to take remedial courses on appropriate compliance with court procedures; and/or (d) subject to further sanction as appropriate under the circumstances. Such a DOTF Filer will be afforded an opportunity to appear before the court by way of an Order to Show Cause prior to any sanction under subsection (c) or (d) being implemented but will be required to report to the Illinois Attorney Registration and Disciplinary Commission any resulting sanction under subsection (c) or (d).

ENTER:



Judge Timothy A. Barnes
United States Bankruptcy Court

Entered this 19th day of November, 2025