

# Pro Se Bankruptcy Help Desk



## How can I file documents?

You can file documents in person, by mail, by dropping them off at the Dirksen Federal Building drop box 7th floor, or via this e-mail address:

**[prosebankruptcy\\_efiling@ilnb.uscourts.gov](mailto:prosebankruptcy_efiling@ilnb.uscourts.gov)**

Send or take your documents to the address below, along with your full name, address, phone number, and email address.

**U.S Bankruptcy Court, Northern District of Illinois  
219 S. Dearborn Street, Room 710  
Chicago, Illinois 60604**

**Clerks Office Hours: 8:30a.m-4:30p.m. M-F**

## What if I have a court date?

First, check the status of any court dates you have! Make sure your court date has not changed.

**Parties have the option to appear in court or via Zoom. If there are trial dates set, those have to be in-person in a courtroom.**

If you plan to appear via Zoom, check the Court Site and find your specific Judge's tab for the call numbers and passcodes.

## What about my Meeting of Creditors?

**Most Chapter 7 and 13 §341 Meetings are being conducted via Zoom or the phone.**

Check the Pro Se Court site for call in updates:  
<https://www.ilnb.uscourts.gov/filing-without-attorney>

**The Bankruptcy Pro Se Help Desk is now operating over the phone!**

**If you would like advice on your pro se case,**

**call (312) 229-6344 and leave a message with your name, case number, and phone number.**

**If you have an issue that requires immediate assistance from court personnel, call the following number:**

**(312) 408-5000**

## **Filing Objections and New Notice of Motion**

Every notice of motion must state that a party who objects to the motion and wants it called must file a Notice of Objection no later than two (2) business days before the presentment date. If a motion noticed for presentment on or after March 30, 2020 has already been filed as of the date of this order, the movant must file and serve an amended notice of motion containing this information.

## **Car Payment Default**

Car lenders can typically repossess your vehicle soon after you fall behind on your car payments. For this reason, it is very important to stay current on your car payments to avoid the risk of losing your car.

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