

**INSTRUCTIONS FOR SUBMISSION OF PAYMENT ADVICES TO
THE U.S. TRUSTEE PURSUANT TO GENERAL ORDER 08-01**

1. Payment advices for all chapter 7 cases are requested to be sent electronically to the U.S. Trustee at the following address: USTP.Region11.CH.Paystubs@usdoj.gov.
2. Send one email per chapter 7 case filed in the Northern District of Illinois, Eastern and Western Divisions.
3. The subject line should include only the case number with all leading zeros and without the “B” in the following format “08-00001.”
4. Attach an electronic image of the payment advices to the email for the 60 days prior to the filing of the bankruptcy in **PDF format**.
5. Pro se filers may, if necessary, submit copies of the payment advices in paper format via hand delivery or U.S. Mail to the Office of the U.S. Trustee at 219 South Dearborn Street, Room 873, Chicago, IL 60604.