

# UNITED STATES BANKRUPTCY COURT DISTRICT OF SOUTH CAROLINA

## FREE TELEPHONE NUMBER FOR LONG-DISTANCE CALLERS ACCESSING VCIS (Voice Case Information System)

1-800-669-8767

The United States Bankruptcy Court for the District of South Carolina is pleased to announce the availability of a **free** (800) telephone number for long-distance callers. This number gives callers in South Carolina and across the nation free access to certain information concerning bankruptcy cases filed in this district after November 30, 1988. The 1-800-669-8767 telephone number connects to the court's Voice Case Information System (VCIS) which allows a caller to enter a debtor's name using the keys on their telephone and then hear information about that case.

Instructions for use are on the reverse of this notice and are also offered over the telephone. If the caller knows the procedures to follow, the instructions can be bypassed and the caller can go directly to a name search. The system provides the following information (as applicable):

1. Case Name(s)
2. Case Number
3. Bankruptcy Chapter
4. Filing Date
5. If there may be assets
6. Attorney for Debtor
7. Name of Trustee
8. Name of Judge
9. Current Case Status
10. Next Hearing Date, Location, and Time
11. Discharge Date
12. Case Closing Date

**SEE REVERSE FOR MORE SPECIFIC INSTRUCTIONS FOR USING VCIS**

**INSTRUCTIONS FOR USING  
VOICE CASE INFORMATION SYSTEM  
(VCIS)**

1. DIAL (803) 765-5211 or 1-800-669-8767 for VCIS for the United States Bankruptcy Court for the District of South Carolina.
2. ENTER THE NAME of the debtor or a party to an adversary proceeding.

Names are given to the computer by pressing the keys on a touch-tone type telephone that correspond to the letters in the name. Use the "1" key for the letters "Q" and "Z", and skip any characters that are not letters, such as spaces, apostrophes, and dashes.

- a. If the case is filed by an individual, enter the last name followed by the first name. For example, to enter the "Joe O'Riley", the following keys should be pressed:

<b>O</b>	<b>R</b>	<b>I</b>	<b>L</b>	<b>E</b>	<b>Y</b>	<b>J</b>	<b>O</b>	<b>E</b>	
MNO 6	PRS 7	GHI 4	JKL 5	DEF 3	WXY 9	JKL 5	MNO 6	DEF 3	#

- b. If the case is filed by a business, enter the business or company name. Suffixes such as "Inc." or "Corp." should be omitted. For example, to enter the name "Joe's Subs, Inc.", the following keys should be pressed:

<b>J</b>	<b>O</b>	<b>E</b>	<b>S</b>	<b>S</b>	<b>U</b>	<b>B</b>	<b>S</b>	
JKL 5	MNO 6	DEF 3	PRS 7	PRS 7	TUV 8	ABC 2	PRS 7	#

3. PRESS THE # KEY to tell the computer that you have finished entering the name.
4. LISTEN and the computer will read information about the case. If more than one case is found which matches the name entered, information will be ready about each case. If the caller is not interested in the case being read, any key may be pressed to go the next case.
5. If a user knows the procedures to follow, the user can go directly to a name search without listening to the full instructions-- touch 1 for VCIS help; touch 2 for searching cases on VCIS, touch 3 for information about PACER (Public Access to Court Electronic Records).