

UNITED STATES BANKRUPTCY COURT
REQUIRED LISTS, SCHEDULES, STATEMENTS AND FEES

Voluntary Chapter 7 Case

***PRIVACY STATEMENT:** All personal identifiers (i.e. all but the last four digits of Social Security Numbers, names and ages of dependant children, etc.) must be redacted from each and every document prior to filing with the court. The court docket is a public record and, therefore, failure to redact or remove personal identifiers could result in this information being publicly accessed. **Tax Return information** is located in the 'Self Help' page on our website www.rib.uscourts.gov.

- Filing Fee of \$299.00**
If the fee is to be paid in installments or the debtor requests a waiver of the fee, the debtor must be an individual (NOT a corporation or company) and must file a signed application for court approval. Official Form B3A or B3B and Fed.R.Bankr.P. 1006(b) & (c)
- Voluntary Petition (Official Form 1)**
This is the **required** form to file bankruptcy. It must be complete at the time of filing. Fed.R.Bankr.P 1007(a)
- Matrix.** Must be submitted **WITH** the petition or due within 2 business days thereafter. See Court instructions. On main page of website click on Court Forms, scroll down to General Instructions - to Instructions for Submission of the Creditor Matrix on Disk. Also see LBR 1002-1(d).
- Statement of Social Security Number (Official Form 21)** if petition is filed in paper form.
Required if the debtor is an individual. Must be submitted **WITH** the petition or due within 2 business days thereafter. Fed.R.Bankr.P. 1007(f). *Note: if the petition is filed electronically, the P.3 replaces this document.
- Exhibit D to Official Form 1** - Required if the debtor(s) is an **individual**. Must be filed **WITH** the petition or within 2 business days thereafter. If joint bankruptcy, each debtor must file his/her own Exhibit D.
- Certificate of Credit Counseling and Debt Repayment Plan (if one was prepared by the credit counseling agency) . (§ 109(h)(1) Or § 109(h)(3) certification or § 109(h)(4) request)** . Required if the debtor(s) is an **individual**. Must be filed **WITH** the petition or within 2 business days thereafter. Fed.R.Bankr.P 1007(b) & (c). Note: the credit counseling agency will provide the certification form to be filed. If joint bankruptcy, each debtor must his/her own Credit Counseling Certificate.
- Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition OR an Affidavit stating "under penalty of perjury language" that none exist.** Required if the debtor is an individual. Must be filed with the petition or within 15 days. §521(a)(1)(b)(iv) and Fed.R.Bankr.P. 1007(b) & (c)
- Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b)**, if applicable. Must be filed with the petition or within 15 days. 11 U.S.C. §§ 342(b); 521(a)(1)(B)(iii); 707(a)(3)
- Notice to debtor by "bankruptcy petition preparer,"** if applicable. Must be filed with the petition or within 15 days, if Debtor was assisted by a "bankruptcy petition preparer." 11 U.S.C. § 110(b)(2)(B); Official Form 19B.
- Certificate of Pro Se Debtor***. Must be filed with the petition or within 15 days. LBR 1007-1(a) and Local Bankr. Form C.1
*If debtor is not represented by an attorney.
- Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" as defined in 11 U.S.C. § 110(h).**
Must be filed with the petition if the "bankruptcy petition preparer" prepares the petition or within 15 days.
- Statement of current monthly income, etc. (Official Form 22A and completed checkbox re: presumption).**
Required if the debtor is an **individual with primarily consumer debts**. Must be filed with the petition or within 15 days.Fed.R.Bankr.P. 1007(b) & (c), §707(b)(2)(A) and §707(b)(2)(C)
- Schedules of assets and liabilities (Official Form 6) including "Summary of Schedules and Statistical Summary of Certain Liabilities (2 Pages).** Must be filed with the petition or within 15 days. Fed.R.Bankr.P. 1007(b) & (c)
- Schedule of executory contracts and unexpired leases (Schedule G of Official Form 6).**
Must be filed with the petition or within 15 days. Fed.R.Bankr.P. 1007(b) & (c)
- Schedules of current income and expenditures.**
All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 15 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b) & (c)
- Statement of financial affairs (Official Form 7).**
Must be filed with the petition or within 15 days. Fed.R.Bankr.P. 1007(b) & (c)
- Statement disclosing compensation paid or to be paid to the attorney for the debtor.**
Must be filed within 15 days or any other date set by the court. Official Form B203, 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b)
- Statement of intention regarding secured property (Official Form 8).**
Required **ONLY** if the debtor is an individual and the schedules of assets and liabilities contain debts secured by property of the estate or personal property subject to an unexpired lease. Must be filed within 30 days or by the date set for the Section 341 meeting of creditors, whichever is **earlier**. 11 U.S.C. §§ 362(h).and 521(2)
- Corporate Vote, if debtor is a corporation**
Must be filed **WITH** the petition or within 15 days . Rule 1007(a), Fed.R.Bankr.P.