

Petition Checklist for Chapter 7

Filing requirements for new chapter 7 cases in the following order:

- _____ Filing Fee in full, or Application for Individuals to Pay the Filing Fee in Installments – Form B103A or Application to Have the Chapter 7 Filing Fee Waived – Form B103 B
- _____ Voluntary Petition (all pages) with signature of Debtor/Joint Debtor(s), and if applicable, debtor’s attorney. If you are filing without assistance of an attorney, you must include your telephone number in case you need to be contacted by the court.
- _____ Statement of Intention for Individuals Filing under Ch. 7- Form B108 (must be signed)
- _____ Your Statement of Financial Affairs for Individual Filing for Bankruptcy – Form B107 or B207 (must be signed and verified)
- _____ A Summary of your Assets and Liabilities Form B106 or B206 - pages 1 and 2
- _____ Schedule A/B - Property – Form B106A/B or B206A/B
- _____ Schedule C – The Property You Claim as Exempt – Form B106C
- _____ Schedule D - Creditors Who Hold Claims Secured by Property – Form B106D or B206D
- _____ Schedule E/F - Creditors Who Have Unsecured Claims - Form B106E/F or B206E/F
- _____ Schedule G - Executory Contracts and Unexpired Leases – Form B106G or B206G
- _____ Schedule H – Your Codebtors – Form B106H or B206H
- _____ Schedule I - Your Income – Form B106I
- _____ Schedule J – Your Expenses – Form B106J
- _____ Declaration About an Individual’s Schedules – Form B106 or Declaration Under Penalty of Perjury on Behalf of a Corporation or Partnership – Form B202
- _____ Notice Required by 11 U.S.C. § 342(b) for Individuals Filing for Bankruptcy (Form B2010) - signed by Debtor/Joint Debtor(s) certifying that you have received and read the notice.

- _____ Disclosure of Compensation of Bankruptcy Petition Preparer (if you were assisted by anyone other than an attorney in the preparation of your petition) – Form B2800
- _____ Bankruptcy Petition Preparer’s Notice Declaration and Signature (Form B119B)
(must be filed with any document prepared by a non-attorney bankruptcy petition preparer)
- _____ Mailing Matrix
- _____ Certification of Mailing Matrix (a certificate signed by Debtor/Joint Debtor(s) that states you have listed all creditors shown in your petition and their addresses are true and accurate to the best of your knowledge)
- _____ Statement of Current Monthly Income and Means Test Calculation (Form B122A)
- _____ Statement of Social Security Number (statement requiring the full social security number for the court but retained by the court as a non-public document)(Form B121)
- _____ Certificate of the Credit Counseling Agency showing that you have completed the required counseling.
- _____ Payment Advices - Check stubs (or other evidence of payment) for 60 days prior to filing petition

A deficiency notice is sent for any items which are omitted from the petition. The petition may be dismissed if certificate of credit counseling is not filed at the same time as the petition. Please make every effort to correct the deficiencies within the time allowed.