

## Filing Checklist for Chapter 13

Filing requirements for new chapter 13 cases in the following order:

- \*\* \_\_\_ Filing Fee in full or Application for Individuals to the Pay Filing Fee in Installments – Form B103A
- \*\* \_\_\_ Voluntary Petition for Individuals Filing for Bankruptcy - Form B101 (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.
- \_\_\_ A Certificate of Completion of the Credit Counseling Requirement. (Each debtor must submit a separate certificate, attached to the Voluntary Petition.)
- \_\_\_ Your Statement of Financial Affairs for Individuals Filing for Bankruptcy - Form B107 (must be signed and verified)
- \_\_\_ A Summary of Your Assets and Liabilities and Certain Statistical Information - Form B106 Summary (pages 1 and 2)
- \_\_\_ Schedule A/B: Property – Form B106A/B
- \*\* \_\_\_ Schedule D: Creditors Who Hold Claims Secured by Property – Form B106D
- \*\* \_\_\_ Schedule E/F: Creditors Who Have Unsecured Claims – Form B106E/F
- \_\_\_ Schedule G: Executory Contracts and Unexpired Leases – Form B106G
- \_\_\_ Schedule H: Your Codebtors – Form B106H
- \_\_\_ Schedule I: Your Income – Form B106I
- \_\_\_ Schedule J: Your Expenses – Form B106J
- \_\_\_ Declaration About an Individual Debtor's Schedules – Form B106-Declaration

\_\_\_ Disclosure of Compensation of Bankruptcy Petition Preparer – Form B2800 (if you were assisted by anyone other than an attorney in the preparation of your petition)

\_\_\_ Bankruptcy Petition Preparer’s Notice, Declaration and Signature - Form B119 (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 schedules and their addresses are true and accurate to the best of your knowledge)

\_\_\_ Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period - Form B122C-1 and if applicable, Chapter 13 Calculation of Your Disposable Income – Form B122C-2

\_\_\_ Your Statement About Your Social Security Numbers - Form B121 (statement requiring the full social security number for the court but retained by the court as a non-public document)

\_\_\_ Certificate of the Credit Counseling Agency showing that you have completed the required counseling.

\_\_\_ Payment Advices - Pay stubs or other evidence of payment received within 60 days prior to filing petition

\_\_\_ Chapter 13 Plan - Sections 1322 and 1325 of the Bankruptcy Code govern the contents and confirmation requirements for a Chapter 13 plan. You may want to include:

- method of payment (payroll deduction)
- plan arrangement
- percentage to unsecured creditors

A deficiency notice is sent for any items which are omitted. The petition may be dismissed if the deficiency is not cured. Please make every effort to correct the deficiencies within the time allowed.

**\*\* Documents required for an emergency/short filing. Note: A list of creditors may be submitted instead of Schedules D and E/F at time of filing, but Schedules D and E/F are still required.**