

Required Documents and Proper Order for Complete Filing - New Case

Bankruptcy Petition (Chapters 7 and 13)

1. Voluntary Petition (Form B1)
2. Exhibit D - Must have Separate Exhibit D for Each Debtor
3. Statement of Intentions – **not required**
4. Statement of Financial Affairs
5. Summary of Schedules (2 pages)
6. Schedules A-J in consecutive order
7. Declaration Concerning Debtor's Schedules
8. Matrix
9. Disclosure of Compensation of Attorney for Debtor
10. Means Test (Ch. 7) **or** Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income (Ch. 13)
11. Debtor's Certification/Certificate of Completion - Credit Counseling **
12. Payment Advices**

** Filed separately from the Voluntary Petition Document; If Joint Case, You Must File a Separate Certificate of Credit Counseling for EACH Debtor

Proper filing fee
Matrix in .txt format

- All of these documents (with the exception of the matrix) are in PDF format

APPROPRIATE DIVISIONAL OFFICES BY COUNTY

(Choose the division that lists the county in which the debtor resides)

Cedar Rapids	Dubuque	Waterloo	Fort Dodge	Mason City	Sioux City
Benton Cedar Delaware Iowa Jones Linn Tama	Allamakee Clayton Dubuque Jackson	Black Hawk Bremer Buchanan Butler Chickasaw Fayette Grundy Howard Winneshiek	Calhoun Carroll Emmet Hamilton Humboldt Kossuth Palo Alto Pocahontas Webster Wright	Cerro Gordo Floyd Franklin Hancock Hardin Mitchell Winnebago Worth	Buena Vista Cherokee Clay Crawford Dickinson Ida Lyon Monona O'Brien Osceola Plymouth Sac Sioux Woodbury