

Chapter 13 Checklist

Official forms referenced can be found on: <http://www.paeb.uscourts.gov/chapter-13-checklist>

Filing Fee: \$313.00 Payable By: Attorneys may pay by check; money order; certified bank check; cash or credit card (Visa, Mastercard, American Express or Discover). **Personal and Third Party Checks cannot be accepted. Pro-se debtors must make all payments in cash (exact amount) or money order made payable to “CLERK, U.S. BANKRUPTCY COURT.” Do NOT send cash through the mail.**

If the debtor is an individual the fee may be:

Paid in installments. A signed application must be filed for the court’s approval **Official Form 103A**

YOUR CASE MAY BE DISMISSED IF YOU DO NOT FILE THE REQUIRED DOCUMENTS ON TIME.

DOCUMENTS DUE AT TIME OF FILING OF BANKRUPTCY PETITION

FORM NUMBER

- | | |
|---|--------------|
| <input type="checkbox"/> Voluntary Petition for Individuals Filing for Bankruptcy [Signed] | 101 |
| <input type="checkbox"/> Initial Statement About an Eviction Judgment Against You [if applicable] [Signed] | 101A |
| <input type="checkbox"/> Statement About Your Social Security Numbers | 121 |
| <input type="checkbox"/> Statement of Pro Se Debtor L.B.F 2016-4 | Local Form |
| <input type="checkbox"/> Certificate of Credit Counseling and Debt Repayment Plan (or certificate pursuant to 11 U.S.C. § 109(h)(3) or a request pursuant to 11 U.S.C. § 109(h)(4)) | 101 [Part 5] |
| <input type="checkbox"/> Creditor Matrix Pursuant to Local Bankruptcy 1007-2 | |

DOCUMENTS DUE WITHIN 14 DAYS

FORM NUMBER

- | | |
|--|------------|
| <input type="checkbox"/> Schedule A/B: Property | 106A/B |
| <input type="checkbox"/> Schedule C: The Property You Claim as Exempt | 106C |
| <input type="checkbox"/> Schedule D: Creditors Who Have Claims Secured By Property | 106D |
| <input type="checkbox"/> Schedule E/F: Creditors Who Have Unsecured Claims | 106E/F |
| <input type="checkbox"/> Schedule G: Executory Contracts and Unexpired Leases | 106G |
| <input type="checkbox"/> Schedule H: Your Codebtors | 106H |
| <input type="checkbox"/> Schedule I: Your Income | 106I |
| <input type="checkbox"/> Schedule J: Your Expenses | 106J |
| <input type="checkbox"/> Schedule J-2: Expenses for Separate Household of Debtor 2 [if applicable] | 106J-2 |
| <input type="checkbox"/> Summary of Your Assets and Liabilities and Certain Statistical Information (Individual) | 106Sum |
| <input type="checkbox"/> Declaration About an Individual Debtor’s Schedules | 106Dec |
| <input type="checkbox"/> Statement of Financial Affairs for Individuals Filing for Bankruptcy | 107 |
| <input type="checkbox"/> Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period | 122C-1 |
| <input type="checkbox"/> Chapter 13 Calculation of Your Disposable Income | 122C-2 |
| <input type="checkbox"/> Pre-Confirmation Certification, L.B.F.3015-6B | Local Form |
| <input type="checkbox"/> Chapter 13 Plan L.B.F. 3015.1-1 All Debtors filing without an attorney <u>must</u> use this Chapter 13 Form Plan | Local Form |
| <input type="checkbox"/> Copies of Pay Statements received within 60 days of filing from any Employer or a statement indicating this requirement is not applicable [Show only last four digits of Social Security Number] | |
| <input type="checkbox"/> Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b), if applicable.
Required if the debtor is an individual with primarily consumer debts. Certification that the notice has been given Must FILED with the petition or within 15 days . 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 707(a)(3). Part 7 of Official Form 101 contains spaces for the certification. | 2010 |

DISCHARGE ELIGIBILITY:

- Personal Financial Management Course** – Certificate must be filed with the court no later than the date of the last plan payment or the filing of a motion for discharge under §1328(b) of the code in order to receive a discharge [**Official Form 423**] **Individual ONLY**.

YOU MAY ALSO NEED TO FILE:

If you paid a petition preparer or you are represented by an attorney:

FORM NUMBER

- | | |
|--|------|
| <input type="checkbox"/> Disclosure of Compensation of Attorney for Debtor. 11 U.S.C. § 329 a n d Fed.R.Bankr.P. 2016(b) | 2030 |
| <input type="checkbox"/> Bankruptcy Petition Preparer’s Notice, Declaration, and Signature | 119 |
| <input type="checkbox"/> Disclosure of Compensation of Bankruptcy Petition Preparer | 2800 |

PLEASE NOTE:

- If certain documents are not filed within 45 days after the filing of the petition, your case may be automatically dismissed on the 46th day after the filing of the petition.
- If your case is dismissed, you might not receive the full protection of the automatic stay if you file additional cases within one year.

NOTE: This checklist should be used as an information source and not as legal advice. You should consult an attorney for individual advice.