

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF CALIFORNIA

**REQUIRED DOCUMENTS AND FEES**

*MINIMUM DOCUMENTS REQUIRED FOR INCOMPLETE ("SKELETON") FILING ARE IN BOLD PRINT*

<b><u>CHAPTER 7 - \$299</u></b> (\$245 Filing Fee + \$39 Administrative Fee + \$15 Trustee Fee)	<b><u>COPIES</u></b>	<b><u>DEADLINE</u></b>
<b>Voluntary Petition (Official Form 1)</b>	Original + 1	Time of filing
Schedules of Assets and Liabilities (Official Form 6)	Original + 1	Within 15 days
Schedule of Executory Contracts and Unexpired Leases (Schedule G, Official Form 6)	Original + 1	Within 15 days
Schedules of Current Income and Expenditures	Original + 1	Within 15 days
Statement of Financial Affairs (Official Form 7)	Original + 1	Within 15 days
<b>Master Address List</b> ( <i>DO NOT attach to petition</i> )		
(1) If submitted on computer diskette	Original Only	Time of filing
(2) If submitted on hard copy (printed on paper)	Original + 1	Time of filing
<b>Verification of Master Address List Form (Form EDC 2-100)</b> ( <i>DO NOT attach to petition</i> )	Original + 1	Time of filing
 <b><i>IF APPLICABLE:</i></b>		
<b>Exhibit D to Official Form 1, Individual Debtor's Statement of Compliance with Credit Counseling Requirement</b>	Original + 1	Time of filing
Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. §342 (Form B201)	Original + 1	Within 15 days
Statement of Intention (Official Form 8)	Original + 1	Within 30 days
Chapter 7 Statement of Current Monthly Income (Official Form 22A)	Original + 1	Within 15 days
Statement Disclosing Compensation Paid to Debtor's Attorney (Form B203)	Original + 1	Within 15 days
Statement Disclosing Compensation Paid to Bankruptcy Petition Preparer (Form B280)	Original + 1	Time of filing
Notice to Debtor By Non-Attorney Bankruptcy Petition Preparer (Official Form 19B)	Original + 1	Time of filing
<b>Statement of Social Security Number(s) (Official Form 21)</b> ( <i>DO NOT attach to petition</i> )	Original + 1	Time of filing
Statement Regarding Ownership of Corporate Debtor (Form EDC 3-500) ( <i>DO NOT attach to petition</i> )	Original + 1	Within 15 days
 <b><u>CHAPTER 11 - \$1,039</u></b> (\$1,000 Filing Fee + \$39 Administrative Fee)		
	<b><u>COPIES</u></b>	<b><u>DEADLINE</u></b>
<b>Voluntary Petition (Official Form 1)</b>	Original + 1	Time of filing
Schedules of Assets and Liabilities (Official Form 6)	Original + 1	Within 15 days
Schedule of Executory Contracts and Unexpired Leases (Schedule G, Official Form 6)	Original + 1	Within 15 days
Schedules of Current Income and Expenditures	Original + 1	Within 15 days
Statement of Financial Affairs (Official Form 7)	Original + 1	Within 15 days
<b>List of 20 Largest Unsecured Creditors (Official Form 4)</b>	Original + 1	Time of filing
<b>Master Address List</b> ( <i>DO NOT attach to petition</i> )		
(1) If submitted on computer diskette	Original Only	Time of filing
(2) If submitted on hard copy (printed on paper)	Original + 1	Time of filing
<b>Verification of Master Address List Form (Form EDC 2-100)</b> ( <i>DO NOT attach to petition</i> )	Original + 1	Time of filing
 <b><i>IF APPLICABLE:</i></b>		
<b>Exhibit D to Official Form 1, Individual Debtor's Statement of Compliance with Credit Counseling Requirement</b>	Original + 1	Time of filing
Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. §342 (Form B201)	Original + 1	Within 15 days
<b>Exhibit A to Voluntary Petition</b> ( <i>Only if debtor is a corporation required to file reports w/ SEC</i> )	Original + 1	Time of filing
Names and Addresses of Equity Security Holders ( <i>Only if debtor is a corporation or partnership</i> )	Original + 1	Within 15 days
Statement of Current Monthly Income (Official Form 22B)	Original + 1	Within 15 days
Statement Disclosing Compensation Paid to Debtor's Attorney (Form B203)	Original + 1	Within 15 days
Statement Disclosing Compensation Paid to Bankruptcy Petition Preparer (Form B280)	Original + 1	Time of filing
Notice to Debtor By Non-Attorney Bankruptcy Petition Preparer (Official Form 19B)	Original + 1	Time of filing
<b>Statement of Social Security Number(s) (Official Form 21)</b> ( <i>DO NOT attach to petition</i> )	Original + 1	Time of filing
Statement Regarding Ownership of Corporate Debtor (Form EDC 3-500) ( <i>DO NOT attach to petition</i> )	Original + 1	Within 15 days

**MINIMUM DOCUMENTS REQUIRED FOR INCOMPLETE ("SKELETON") FILING ARE IN BOLD PRINT**

**CHAPTER 12 - \$239** (\$200 Filing Fee + \$39 Administrative Fee)

	<u>COPIES</u>	<u>DEADLINE</u>
<b>Voluntary Petition (Official Form 1)</b>	Original + 1	Time of filing
Schedules of Assets and Liabilities (Official Form 6)	Original + 1	Within 15 days
Schedule of Executory Contracts and Unexpired Leases (Schedule G, Official Form 6)	Original + 1	Within 15 days
Schedules of Current Income and Expenditures	Original + 1	Within 15 days
Statement of Financial Affairs (Official Form 7)	Original + 1	Within 15 days
<b>Master Address List</b> ( <i>DO NOT attach to petition</i> )		
(1) If submitted on computer diskette	Original Only	Time of filing
(2) If submitted on hard copy (printed on paper)	Original + 1	Time of filing
<b>Verification of Master Address List Form (Form EDC 2-100)</b> ( <i>DO NOT attach to petition</i> )	Original + 1	Time of filing

**IF APPLICABLE:**

<b>Exhibit D to Official Form 1, Individual Debtor's Statement of Compliance with Credit Counseling Requirement</b>	Original + 1	Time of filing
Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. §342 (Form B201)	Original + 1	Within 15 days
Statement Disclosing Compensation Paid to Debtor's Attorney (Form B203)	Original + 1	Within 15 days
Statement Disclosing Compensation Paid to Bankruptcy Petition Preparer (Form B280)	Original + 1	Time of filing
Notice to Debtor By Non-Attorney Bankruptcy Petition Preparer (Official Form 19B)	Original + 1	Time of filing
<b>Statement of Social Security Number(s) (Official Form 21)</b> ( <i>DO NOT attach to petition</i> )	Original + 1	Time of filing
Debtor's Plan ( <i>DO NOT attach to petition</i> )	Original + 1	Within 90 days
Statement Regarding Ownership of Corporate Debtor (Form EDC 3-500) ( <i>DO NOT attach to petition</i> )	Original + 1	Within 15 days

**CHAPTER 13 - \$274** (\$235 Filing Fee + \$39 Administrative Fee)

	<u>COPIES</u>	<u>DEADLINE</u>
<b>Voluntary Petition (Official Form 1)</b>	Original + 1	Time of filing
Schedules of Assets and Liabilities (Official Form 6)	Original + 1	Within 15 days
Schedule of Executory Contracts and Unexpired Leases (Schedule G, Official Form 6)	Original + 1	Within 15 days
Schedules of Current Income and Expenditures	Original + 1	Within 15 days
Statement of Financial Affairs (Official Form 7)	Original + 1	Within 15 days
<b>Master Address List</b> ( <i>DO NOT attach to petition</i> )		
(1) If submitted on computer diskette	Original Only	Time of filing
(2) If submitted on hard copy (printed on paper)	Original + 1	Time of filing
<b>Verification of Master Address List Form (Form EDC 2-100)</b> ( <i>DO NOT attach to petition</i> )	Original + 1	Time of filing

**IF APPLICABLE:**

<b>Exhibit D to Official Form 1, Individual Debtor's Statement of Compliance with Credit Counseling Requirement</b>	Original + 1	Time of filing
Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. §342 (Form B201)	Original + 1	Within 15 days
Chapter 13 Statement of Current Monthly Income (Official Form 22C)	Original + 1	Within 15 days
Statement Disclosing Compensation Paid to Debtor's Attorney (Form B203)	Original + 1	Within 15 days
Statement Disclosing Compensation Paid to Bankruptcy Petition Preparer (Form B280)	Original + 1	Time of filing
Notice to Debtor By Non-Attorney Bankruptcy Petition Preparer (Official Form 19B)	Original + 1	Time of filing
<b>Statement of Social Security Number(s) (Official Form 21)</b> ( <i>DO NOT attach to petition</i> )	Original + 1	Time of filing
Debtor's Plan (Form EDC 3-080) ( <i>DO NOT attach to petition</i> )	Original + 1	Within 15 days

## **REQUIRED DOCUMENTS AND FEES**

### **General Requirements of Form**

All documents shall be on 8-1/2" x 11" size white paper. *Originals of documents shall not be stapled or hole punched.* Use clips to fasten original documents. Use staples to fasten copies of documents. Document copies may be hole punched. Document text shall be typewritten or presented by some other legible process on one side of each sheet only. The name, address, telephone number and California State Bar membership number of the attorney representing the debtor should appear in the petition.

### **Assembly of Documents**

Original petitions, exhibits, schedules, statements and lists, as well as the copy, should be assembled in the order indicated on the reverse side. DO NOT attach the Master Address List, Verification of Master Address List Form, Statement of Social Security Number(s), Chapter 12 Debtor's Plan, or Chapter 13 Debtor's Plan to the petition.

### **Copies**

The required copy of each document will be stamped and returned to the filing party as proof of filing. The copy will be returned by mail only when a self-addressed, stamped envelope of sufficient size is provided.

### **Filing Fee**

Fees for filing bankruptcy cases are prescribed by 28 U.S.C. §1930(a). Individual debtors may apply for permission to pay fees in installments by submitting a signed application with the petition. FRBP 1006(b)(1). Individual chapter 7 debtors who can not pay fees in installments may apply for a waiver of fees. FRBP 1006(c).

### **Administrative Fee**

Pursuant to item 8 of the Bankruptcy Court Miscellaneous Fee Schedule, in all cases filed under the Bankruptcy Code, the Clerk shall collect from the debtor or petitioner a \$39 miscellaneous administrative fee. Individual debtors may apply to pay this fee in installments in the manner set forth in FRBP 1006(b) or request a waiver of this fee under FRBP 1006(c).

### **Trustee Fee**

Pursuant to item 9 of the Bankruptcy Court Miscellaneous Fee Schedule, upon the filing of a petition under chapter 7 of the Bankruptcy Code, the petitioner shall pay \$15 to the Clerk for payment to the trustee serving in the case. Individual debtors may apply to pay this fee in installments in the manner set forth in FRBP 1006(b) or request a waiver of this fee under FRB P 1006(c).

### **Fee Payments**

Filing fees, miscellaneous administrative fees and chapter 7 trustee fees must be paid with cash (exact change only), money order, cashier's check, or an attorney's check. All money orders and checks shall be made payable to: Clerk, U.S. Bankruptcy Court.

### **Voluntary Petition (Official Form 1)**

Official Form 1, the Voluntary Petition, is to be used to commence voluntary cases under chapters 7, 11, 12, and 13 of the Bankruptcy Code.

### **Schedules of Assets and Liabilities, Schedule of Executory Contracts and Unexpired Leases, and Schedules of Current Income and Expenditures (Official Form 6)**

Schedules of assets and liabilities, executory contracts and unexpired leases, current income, and current expenditures, prepared as prescribed by Official Form 6, must be submitted with the petition or within 15 days. FRBP 1007(b)(1) & (c). For executory contracts and unexpired leases, use Schedule G of Official Form 6. Schedules of current income and expenditures must be filed by all debtors. If the debtor is an individual, use schedules I and J of Official Form 6. Creditors shall be listed on the appropriate schedule in alphabetical order by name and complete address. LBR 1007-1(a).

### **Statement of Financial Affairs (Official Form 7)**

A Statement of Financial Affairs must be prepared as prescribed by Official Form 7, and submitted with the petition or within 15 days. FRBP 1007(b)(1) & (c).

### **Master Address List**

With every petition for relief under the Bankruptcy Code presented for filing, there shall be submitted concurrently a Master Address List which includes the name, address, and zip code of all of the debtor's known creditors. To accommodate modern technology, the Master Address List shall be prepared in strict compliance with instructions of the Clerk in a format approved by the Court. Local Bankruptcy Rule 1007-1(b).

Instructions concerning the preparation of Master Address Lists are set forth in forms EDC 2-190 and EDC 2-195. Debtors represented by legal counsel, or whose petitions are prepared by a bankruptcy petition preparer, must submit an electronic Master Address List on diskette. All other debtors must submit either an electronic Master Address List on diskette or a hard copy Master Address List printed on paper.

### **Verification of Master Address List (Form EDC 2-100)**

The debtor shall concurrently submit a Verification of Master Address List, form EDC 2-100, with every Master Address List presented for filing.

### **Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Exhibit D to Official Form 1)**

Every individual debtor must file a statement of compliance with the credit counseling requirement, prepared as prescribed by Exhibit D to Official Form 1, attached to their petition. If a joint petition is filed, each spouse must complete and attach a separate Exhibit D. A certificate of credit counseling and debt repayment plan or other additional required documents shall be attached to Exhibit D, as directed.

**Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. §342(b) (Form B201)**

Individual debtors with primarily consumer debts shall file a certificate with the petition, or within 15 days, that the notice required by §342(b) of the bankruptcy code was delivered to them by the attorney or bankruptcy petition preparer signing the petition, or, if no attorney or bankruptcy petition preparer is indicated, that the debtor received and read the notice. 11 U.S.C. §§342(b), 521(a)(1)(B)(iii), and 707(a)(3).

**Statement of Current Monthly Income (Official Forms B22A, B22B, and B22C)**

A statement of current monthly income, prepared as prescribed by the appropriate Official Form, shall be filed with the petition or within 15 days, by individual chapter 7 debtors with primarily consumer debts (Official Form 22A), individual chapter 11 debtors (Official Form 22B), and chapter 13 debtors (Official Form 22C).

**Statement Disclosing Compensation Paid or to be Paid to the Debtor's Attorney (Form B203)**

A statement disclosing the compensation paid or to be paid to the debtor's attorney must be submitted within 15 days of the filing of a voluntary petition. 11 U.S.C. §329 and FRBP 2016(b).

**Statement Disclosing Compensation Paid or to be Paid to Bankruptcy Petition Preparer (Form B280)**

Within 10 days after the date of the filing of a petition prepared by a bankruptcy petition preparer, the bankruptcy petition preparer shall file a declaration under penalty of perjury disclosing any fee received from or on behalf of the debtor within 12 months immediately prior to the filing of the case, and any unpaid fee charged to the debtor. 11 U.S.C. §110(h)(1).

A bankruptcy petition preparer is defined as a person other than an attorney or an employee of an attorney, who prepares for compensation a document for filing. 11 U.S.C. §110(a)(1).

**Notice to Debtor By Non-Attorney Bankruptcy Petition Preparer (Official Form 19B)**

Official Form 19B, Notice to Debtor by Bankruptcy Petition Preparer, must be filed with the petition if prepared by a bankruptcy petition preparer. 11 U.S.C. §110(b)(2)(B).

**Statement of Intention (Official Form 8)**

A Statement of Intention is required only if the debtor is an individual and the schedules of assets and liabilities contain consumer debts secured by property of the estate. It must be prepared as prescribed by Official Form 8, and submitted within 30 days of the filing of a petition under chapter 7, or by the date set for the meeting of creditors, whichever is earlier. 11 U.S.C. §521(2) and FRBP 1007(b)(2).

**List of Equity Security Holders**

A List of Equity Security Holders must be submitted with the Chapter 11 petition or within 15 days. FRBP 1007(a)(3).

**Statement of Social Security Number(s) (Official Form B21)**

Individual debtors must submit with the petition a statement under penalty of perjury setting out the debtor's full social security number or stating that the debtor does not have a social security number. FRBP 1007(f). The statement shall be prepared in substantial compliance with Official Form 21.

**List of 20 Largest Unsecured Creditors (Official Form 4)**

A list containing the names, addresses and claim amounts of the debtor's 20 largest unsecured creditors, excluding insiders, must be filed with the petition and prepared as prescribed by Official Form 4. FRBP 1007(d).

**Chapter 12 Debtor's Plan**

A Chapter 12 Debtor's Plan must be submitted with the petition or within 90 days. 11 U.S.C. §1221 and FRBP 3015(a).

**Chapter 13 Debtor's Plan (Form EDC 3-080)**

A Chapter 13 Debtor's Plan must be submitted with the petition or within 15 days. FRBP 3015(b). All Chapter 13 debtors shall use the standard form Chapter 13 Plan (EDC Form 3-080) prescribed by General Order 05-03.

**Employee Income Records**

Pursuant to General Order 05-05, copies of employer payment advices and other evidence of payments received by an individual debtor from any employer within 60 days before the filing of the petition shall not be filed with the court. Instead, they shall be provided by the debtor to the appropriate case trustee not later than seven (7) days before the date first set for the meeting of creditors.

**Statement Regarding Ownership of Corporate Debtor (Form EDC 3-500)**

Federal Rule of Bankruptcy Procedure 1007(a)(1) requires corporate debtors to file with the petition a corporate ownership statement containing the information described in Rule 7007.1.