

**UNITED STATES BANKRUPTCY COURT - EASTERN DISTRICT OF CALIFORNIA  
REQUIRED FORMS AND FEES FOR A CHAPTER 7 CASE**

Forms are available at the Clerk's Office and online at [www.caeb.uscourts.gov](http://www.caeb.uscourts.gov). You may create your master address online at [www.caeb.uscourts.gov/mal/](http://www.caeb.uscourts.gov/mal/), or in the Clerk's Office lobby.

**Chapter 7 - \$338.00**

*The filing fee may be paid in full by cash, cashier's check, or money order at the time of filing. **NO PERSONAL CHECKS ACCEPTED.** The Clerk's Office does **not** make change. **Individual** debtors may elect to pay the filing fee in installments (Form 103A), or apply to waive the filing fee (Form 103B).*

<b>Forms</b> <i>Please submit the original plus one copy of <u>each</u> form. The copy will be returned to you for your records.</i>	<b>Form Number Required for Individual Debtors</b>	<b>Form Number Required for Non-Individual Debtors</b>	<b>When is this form due?</b>
Voluntary Petition	101	201	Time of Filing
Initial Statement About an Eviction Judgment	101A <i>(Only if your landlord has an eviction judgment against you.)</i>	Not Required	
Statement About Payment of an Eviction Judgment Against You	101B <i>(Only if your landlord has an eviction judgment against you and you want to stay in your residence for 30 days after you file.)</i>		
Master Address List with Verification	EDC 2-100	EDC 2-100	
Statement of Social Security Number	121	Not Required	
Certificate of Credit Counseling	No form provided		
Schedule A/B	106A/B	206A/B	Within 14 Days
Schedule C	106C	Not Required	
Schedule D	106D	206D	
Schedule E/F	106E/F	206E/F	
Schedule G	106G	206G	
Schedule H	106H	206H	
Schedule I	106I	Not Required	
Schedule J	106J		
	106J2 <i>(For joint debtors with a separate household)</i>		
Declaration About Schedules	106Dec		
Summary of Assets and Liabilities	106Sum	206Sum	
Statement of Financial Affairs	107	207	
Statement of Intention for Individuals	108	Not Required	
Chapter 7 Statement of Your Monthly Income	122A-1		
Statement of Exemption from Presumption of Abuse	122A-1Supp <i>(May not be required for all debtors)</i>		
Chapter 7 Means Test Calculation	122A-2 <i>(May not be required for all debtors)</i>		
Attorney's Disclosure of Compensation	2030 <i>(Only required from debtors who are represented by an attorney)</i>	2030 <i>(Non-Individuals <b>must</b> be represented by an attorney.)</i>	
Corporate Resolution		No Form Provided	
Statement Regarding Ownership of Corporate Debtor	Not Required	EDC 3-500	
Bankruptcy Petition Preparer's Notice, Declaration, and Signature	119 <i>(Only required if the forms have been completed by a Bankruptcy Petition Preparer.)</i>	Not Required	
Disclosure of Compensation of Bankruptcy Petition Preparer	2800 <i>(Only required if the forms have been completed by a Bankruptcy Petition Preparer.)</i>		
Declaration Under Penalty of Perjury for Non-Individual Debtors	Not Required	202	

**UNITED STATES BANKRUPTCY COURT - EASTERN DISTRICT OF CALIFORNIA  
REQUIRED FORMS AND FEES FOR A CHAPTER 11 CASE**

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<b>Chapter 11 - \$1,738.00</b>			
<i>The filing fee may be paid in full by cash, cashier's check, or money order at the time of filing. <b>NO PERSONAL CHECKS ACCEPTED.</b> The Clerk's Office does <b>not</b> make change. <b>Individual</b> debtors may elect to pay the filing fee in installments (Form 103A)</i>			
<b>Forms</b> <i>Please submit the original plus one copy of <u>each</u> form. The copy will be returned to you for your records.</i>	<b>Form Number Required for Individual Debtors</b>	<b>Form Number Required for Non-Individual Debtors</b>	<b>When is this form due?</b>
Voluntary Petition	101	201 201A (Attachment for Non Individual Chapter 11 Debtors)	Time of Filing
Master Address List with Verification	EDC 2-100	EDC 2-100	
List of 20 Largest Unsecured Creditors	104	204	
Credit Counseling Certificate	No form provided	Not Required	
Statement of Social Security Number	121		
Schedule A/B	106A/B	206A/B	Within 14 Days
Schedule C	106C	Not Required	
Schedule D	106D	206D	
Schedule E/F	106E/F	206E/F	
Schedule G	106G	206G	
Schedule H	106H	206H	
Schedule I	106I	Not Required	
Schedule J	106J		
	106J2 (For joint debtors with a separate household)		
Declaration About Schedules	106Dec	202	
Declaration Under Penalty of Perjury	Not Required		
List of Equity Security Holders		No form provided	
Summary of Assets and Liabilities	106Sum	206Sum	
Statement of Financial Affairs	107	207	
Chapter 11 Statement of Your Monthly Income	122B - (not required for cases filed under Subchapter V)	Not Required	
Notice to Individuals with Primarily Consumer Debts	2010		
Attorney's Disclosure of Compensation	2030 (Only required from debtors who are represented by an attorney)	2030 (Non-Individuals <b>must</b> be represented by an attorney.)	
Corporate Resolution		No Form Provided	
Statement Regarding Ownership of Corporate Debtor	Not Required	EDC 3-500	
Bankruptcy Petition Preparer's Notice, Declaration and Signature	119 (Only required if the forms have been completed by a Bankruptcy Petition Preparer.)	Not Required	
Disclosure of Compensation of Bankruptcy Petition Preparer	2800 (Only required if the forms have been completed by a Bankruptcy Petition Preparer.)		
Miscellaneous Small Business Documents: Balance Sheet, Statement of Operations, Cash Flow Statement, Federal Tax Return	Not Required	No Forms Provided (Only required for Chapter 11 debtors who meet the criteria and debt limits outlined in 11 U.S.C. §101(51D).)	

**UNITED STATES BANKRUPTCY COURT - EASTERN DISTRICT OF CALIFORNIA  
REQUIRED FORMS AND FEES FOR A CHAPTER 12 CASE**

Forms are available at the Clerk's Office and online at [www.caeb.uscourts.gov](http://www.caeb.uscourts.gov). You may create your master address online at [www.caeb.uscourts.gov/mal/](http://www.caeb.uscourts.gov/mal/), or in the Clerk's Office lobby.

<b>Chapter 12 - \$278.00</b>			
<i>The filing fee may be paid in full by cash, cashier's check, or money order at the time of filing. <b>NO PERSONAL CHECKS ACCEPTED.</b> The Clerk's Office does <b>not</b> make change. Individual filers may elect to pay the filing fee in installments (Form 103A).</i>			
<b>Forms</b> <i>Please submit the original plus one copy of <b>each</b> form. The copy will be returned to you for your records.</i>	<b>Form Number Required for Individual Debtors</b>	<b>Form Number Required for Non-Individual Debtors</b>	<b>When is this form due?</b>
Voluntary Petition	101	201	Time of Filing
Master Address List with Verification	EDC 2-100	EDC 2-100	
Statement of Social Security Number	121	Not Required	
Certificate of Credit Counseling	Form Not Provided		
Schedule A/B	106A/B	206A/B	Within 14 Days
Schedule C	106C	Not Required	
Schedule D	106D	206D	
Schedule E/F	106E/F	206E/F	
Schedule G	106G	206G	
Schedule H	B106H	B206H	
Schedule I	B106I	Not Required	
	B106I Supplemental ( <i>May not be required for all debtors</i> )		
Schedule J	B106J		
	B106J Supplemental ( <i>May not be required for all debtors</i> )		
	B106J2 ( <i>For joint debtors with a separate household</i> )		
Declaration About Schedules	B106Dec		
Declaration Under Penalty of Perjury for Non-Individual Debtors	Not Required		
Summary of Assets and Liabilities	B106Sum		B206Sum
Statement of Financial Affairs	B107		B207
Attorney's Disclosure of Compensation	B2030 ( <i>Only required from debtors who are represented by an attorney</i> )		B2030 ( <i>Non-Individuals <b>must</b> be represented by an attorney.</i> )
Bankruptcy Petition Preparer's Notice, Declaration, and Signature	119 ( <i>Only required if the forms have been completed by a Bankruptcy Petition Preparer.</i> )		Not Required
Disclosure of Compensation of Bankruptcy Petition Preparer	2800 ( <i>Only required if the forms have been completed by a Bankruptcy Petition Preparer.</i> )		
Corporate Resolution	Not Required		No Form Provided
Statement Regarding Ownership of Corporate Debtor		EDC 3-500	
Chapter 12 Plan	No Form Provided	No Form Provided	Within 90 Days

**UNITED STATES BANKRUPTCY COURT - EASTERN DISTRICT OF CALIFORNIA  
REQUIRED FORMS AND FEES FOR A CHAPTER 13 CASE**

Forms are available at the Clerk's Office and online at [www.caeb.uscourts.gov](http://www.caeb.uscourts.gov).

<b>Chapter 13 - \$313.00</b>		
<i>The filing fee may be paid in full by cash, cashier's check, or money order at the time of filing. <b>NO PERSONAL CHECKS ACCEPTED.</b> The Clerk's Office does <b>not</b> make change. Filers may elect to pay the filing fee in installments (Form 103A)</i>		
<b>Form</b> <i>Please submit the original plus one copy of <b>each</b> form. The copy will be returned to you for your records.</i>	<b>Form Number Required for Individual Debtors</b>	<b>When is this form due?</b>
Voluntary Petition	B101	Time of Filing
Master Address List with Verification	EDC 2-100	
Statement of Social Security Number	B121	
Credit Counseling Certificate	No form provided	
Schedule A/B	B106A/B	Within 14 Days
Schedule C	B106C	
Schedule D	B106D	
Schedule E/F	B106E/F	
Schedule G	B106G	
Schedule H	B106H	
Schedule I	B106I B106I Supplemental <i>(May not be required for all debtors)</i>	
Schedule J	B106J B106J Supplemental <i>(May not be required for all debtors)</i> B106J2 <i>(For joint debtors with a separate household)</i>	
Declaration About Schedules	B106Dec	
Summary of Assets and Liabilities	B106Sum	
Statement of Financial Affairs	B107	
Chapter 13 Statement of Your Current Monthly Income and Calculation and Commitment Period	122C-1	
Chapter 13 Calculation of Your Disposable Income	122C-2 <i>(May not be required for all debtors)</i>	
Notice to Individuals with Primarily Consumer Debts	2010	
Attorney's Disclosure of Compensation	B2030 <i>(Only required from debtors who are represented by an attorney)</i>	
Bankruptcy Petition Preparer's Notice, Declaration, and Signature	119 <i>(Only required if the forms have been completed by a Bankruptcy Petition Preparer.)</i>	
Disclosure of Compensation of Bankruptcy Petition Preparer	2800 <i>(Only required if the forms have been completed by a Bankruptcy Petition Preparer.)</i>	
Chapter 13 Plan	EDC 3-080-12	

## **REQUIRED DOCUMENTS AND FEES**

### **General Requirements of Form**

All documents shall be on 8-1/2" x 11" size white paper. *Originals of documents should 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**

DO NOT attach the Master Address List, Verification of Master Address List Form, Statement of Social Security Number(s), Initial Statement About an Eviction Judgment, Chapter 12 Debtor's Plan, or Chapter 13 Debtor's Plan to the petition.

### **Copies**

The filing party should submit the original of each document, along with a copy that will be returned by the court as proof of filing. Parties filing by mail should also submit a self-addressed stamped envelope that is large enough—and has enough postage on it—to ensure that they receive stamped copies from the court.

### **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 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 FRBP 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 101 for Individuals and 201 for Non-Individuals)**

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 106 for Individuals and 206 for Non-Individuals)**

Schedules of assets and liabilities, executory contracts and unexpired leases, current income, and current expenditures, prepared as prescribed by Official Form 106, must be submitted with the petition or within 14 days. FRBP 1007(b)(1) & (c). For executory contracts and unexpired leases, use Schedule G. Schedules of current income and expenditures must be filed by all debtors. If the debtor is an individual, use schedules I and J. 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 107)**

A Statement of Financial Affairs must be prepared as prescribed by Official Form 107, and submitted with the petition or within 14 days. FRBP 1007(b)(1) & (c).

### **Master Address List**

A Master Address List includes the names, addresses and zip codes of all creditors in a bankruptcy case. This list is used for noticing and must be filed at the time the petition is filed. The Master Address List must 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 form EDC 2-190, *Guidelines for Preparation of Master Address Lists*. Debtors not represented by an attorney, or whose petitions are prepared by a Bankruptcy Petition Preparer, must prepare the Master Address List for filing in printed form. The court offers an online application that will assist with preparing a Master Address List for paper submission. This is available at the Clerk's Office or online at [www.caeb.uscourts.gov/mal/](http://www.caeb.uscourts.gov/mal/). Attorneys must prepare an electronic version of the Master Address List for direct submission through the court's electronic filing system. More information on how to submit a Master Address List electronically is available at the Clerk's Office or online at [www.caeb.uscourts.gov](http://www.caeb.uscourts.gov).

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

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

### **Certificate of Completion of Credit Counseling Briefing**

Federal Rule of Bankruptcy Procedure 1007 (b) (3) and (c) require that individual debtors file with the petition a certificate of completion of credit counseling or an indication that they are not required to do so.

### **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 14 days, by individual chapter 7 debtors with primarily consumer debts (Official Form (s) 22A-1 [and 22A-1 Supp and 22A-2, if required]), individual chapter 11 debtors (Official Form 22B), and chapter 13 debtors (Official Form 22C-1 [and 22C-2, if required].)

**Statement Disclosing Compensation Paid or to be Paid to the Debtor's Attorney (Form B2030)**

A statement disclosing the compensation paid or to be paid to the debtor's attorney must be submitted within 14 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 B2800)**

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 B119)**

Official Form B119, 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 108)**

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 108, 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 14 days. FRBP 1007(a)(3).

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

**B121)**

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 104 for Individuals and 204 for Non-Individuals)**

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 14 days. FRBP 3015(b). All Chapter 13 debtors shall use the standard form Chapter 13 Plan (EDC Form 3-080) prescribed by Local Bankruptcy Rule 3015-1(a).

**Employee Income Records**

Pursuant to Local Bankruptcy Rule 1007-1(c), 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.

**Corporate Resolution**

For corporate debtors, a corporate resolution authorizing the filing of bankruptcy must accompany the petition.

**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.

**Chapter 11 Small Business Financial Documents**

In chapter 11 "small business cases," the most recent balance sheet, statement of operations, cash-flow statement, and federal tax return, OR a statement under penalty of perjury that no balance sheet, statement of operations, or cash-flow statement was prepared, and no federal tax return was filed, must be appended to the petition. 11 U.S.C. §1116(1). For the definitions of "small business case" and "small business debtor," see 11 U.S.C. §101(51C) and (51D).