

CHAPTER 11 FILING CHECKLIST

OFFICIAL FORMS:

[Complete individual fillable forms](#) can be obtained by going to the Forms and Publications page and searching by Form Name or Form Number. For an [Emergency Filing Package](#) (only for Chapter 7, 13, or 11 and only recommended if emergency exists). Emergency filings will receive a case number after the petition is processed.

FILING FEE: ([Click here](#) to view commonly charged fees.)

- Filing Fee may be paid in full by cashier's check or money order at the time of filing *or*
- Application for Individuals to Pay the Filing Fee in Installments ([Official Form 103A](#))

BEFORE FILING:

- Certificate of Credit Counseling
Must be completed within 180 days BEFORE the filing of your Bankruptcy case. [Click here](#) for a list of approved agencies.

DOCUMENTS DUE AT TIME OF FILING:

- | | <u>Form Number</u> |
|--|--------------------|
| ○ Voluntary Petition for Individuals Filing for Bankruptcy | 101 |

DOCUMENTS DUE 7 DAYS FROM TIME OF FILING

- | | |
|---|-----------|
| ○ Master Address List with Verification - click here to access our online master address list site. | EDC 2-100 |
| ○ Statement of Social Security Numbers | 121 |
| ○ List of 20 Largest Unsecured Creditors | 104 |

DOCUMENTS REQUIRED 14 DAYS FROM TIME OF FILING

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|--|---------|
| ○ Summary of Assets & Liabilities
Schedules (for Individuals): | 106 Sum |
| ○ Schedule A/B | 106A/B |
| ○ Schedule C | 106C |
| ○ Schedule D | 106D |
| ○ Schedule E/F | 106E/F |
| ○ Schedule G | 106G |
| ○ Schedule H | 106H |
| ○ Schedule I | 106I |
| ○ Schedule J | 106J |
| ○ Schedule J-2 (For joint debtors with a separate household) | 106J2 |
| ○ Declaration About an Individual Debtor's Schedules | 106 Dec |
| ○ Statement of Financial Affairs | 107 |
| ○ Chapter 11 Statement of your Current Monthly Income (not for Subchapter V) | 122B |
| ○ Notice to Individuals with Primarily Consumer Debts | 2010 |

Required if the forms have been completed by a Bankruptcy Petition Preparer.

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| ○ Bankruptcy Petition Preparer's Notice | 119 |
| ○ Disclosure of Compensation of Petition Preparer | 2800 |

DEBTOR DROP BOX: The Debtor Drop Box is an online tool available to help you (the debtor) save the time and the expense of traveling to one of our courthouses by submitting your bankruptcy petition and other documents online. [Click here](#) to access this virtual intake counter to upload your court documents for filing.

ONLINE INSTALLMENT PAYMENTS: If your Application for Individuals to Pay the Filing Fee in Installments (Official Form 103A) was granted, and you received your order for installments. [Click here](#) to use our online system to pay your court approved installment filing fees.

DEBTOR ELECTRONIC BANKRUPTCY NOTICING (DeBN): Go Paperless. [Click here](#) to view the form to request delivery of orders and court-generated notices by e-mail instead of paper copies through the U.S. mail.

Note: This form is intended only to provide guidance. It is not a substitute for legal advice.