

## CHAPTER 7 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 [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*
- Filing an Application for Individuals to Pay the Filing Fee in Installments ([Official Form 103A](#)) *or*
- Apply to waive the filing fee ([Form 103B](#)).

### 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:

- [Voluntary Petition for Individuals Filing for Bankruptcy](#)

Form Number  
101

### DOCUMENTS DUE 7 DAYS FROM TIME OF FILING

- Master Address List with Verification - [click here](#) to access our online master address list site.
- [Statement of Social Security Numbers](#)

EDC 2-100

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### DOCUMENTS DUE 14 DAYS FROM TIME OF FILING

- [Summary of Assets & Liabilities](#)  
Schedules (for Individuals):
- [Schedule A/B](#)
- [Schedule C](#)
- [Schedule D](#)
- [Schedule E/F](#)
- [Schedule G](#)
- [Schedule H](#)
- [Schedule I](#)
- [Schedule J](#)
- [Schedule J-2 \(For joint debtors with a separate household\)](#)
- [Declaration About an Individual Debtor's Schedules](#)
- [Statement of Financial Affairs](#)
- [Chapter 7 Statement of your Current Monthly Income](#)
- [Statement of Exemption from Presumption of Abuse, if applicable](#)
- [Chapter 7 Means Test Calculation, if applicable](#)

106 Sum

106A/B

106C

106D

106E/F

106G

106H

106I

106J

106J2

106 Dec

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122A-1

122A-1Supp

122A-2

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

- [Bankruptcy Petition Preparer's Notice](#)
- [Disclosure of Compensation of Petition Preparer](#)

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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.**