

## CHAPTER 12 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.

### 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:

- [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  
121

### DOCUMENTS DUE 14 DAYS FROM TIME OF FILING

- [Summary of Assets & Liabilities](#)

106 Sum

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 12 Plan (No Form Provided)

106A/B  
106C  
106D  
106E/F  
106G  
106H  
106I  
106J  
106J2  
106 Dec  
B107

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

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

119  
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.**