

UNITED STATES BANKRUPTCY COURT
REQUIRED LISTS, SCHEDULES, STATEMENTS AND FEES

Chapter 13 Case

- Filing Fee of \$235.**
If the fee is to be paid in installments, the debtor must file a signed application for court approval. Official Form 3A and Fed.R.Bankr.P. 1006(b).
- Administrative fee of \$39.**
If the court grants the debtor's request, this fee is payable in installments.
- Voluntary Petition (Official Form 1).**
Names and addresses of all creditors of the debtor.
Must be filed **WITH** the petition. Fed.R.Bankr.P. 1007(a)(1).
- Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b), (Director's Form 201),** if applicable.
Required if the debtor is an individual with primarily consumer debts. The notice must be **GIVEN** to the debtor before the petition is filed. Certification that the notice has been given must be **FILED** with the petition or within 15 days. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 1307(c)(9). Official Form 1 contains spaces for the certification.
- Notice to debtor by "bankruptcy petition preparer," (Official Form 19).**
Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted **WITH** the petition. 11 U.S.C. § 110(b)(2).
- Statement of Social Security Number (Official Form 21).**
Must be submitted **WITH** the petition. Fed.R.Bankr.P. 1007(f).
- Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Exhibit D to Official Form 1).**
Certificate of Credit Counseling and Debt Repayment Plan, if applicable.
Section 109(h)(3) certification and motion or § 109(h)(4) request, if applicable.
Exhibit D must be filed **WITH** the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 15 days. If applicable, the § 109(h)(3) certification and motion or the § 109(h)(4) request must be filed **WITH** the petition. Fed.R.Bankr.P. 1007(b)(3) & (c).
- Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" (Director's Form 280).**
Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted **WITH** the petition. 11 U.S.C. § 110(h)(2).
- Statement of current monthly income, etc. (Official Form 22C).**
Must be filed with the petition or within 15 days. Fed.R.Bankr.P. 1007(b) & (c).
- Schedules of assets and liabilities (Official Form 6).**
Must be filed with the petition or within 15 days. Fed.R.Bankr.P. 1007(b) & (c).
- Schedule of executory contracts and unexpired leases (Schedule G of Official Form 6).**
Must be filed with the petition or within 15 days. Fed.R.Bankr.P. 1007(b) & (c).
- Schedules of current income and expenditures. (Schedules I and J of Official Form 6).**
Must be filed with the petition or within 15 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b) & (c).
- Statement of financial affairs (Official Form 7).**
Must be filed with the petition or within 15 days. Fed.R.Bankr.P. 1007(b) & (c).
- Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition.** Must be filed with the petition or within 15 days. Fed.R.Bankr.P. 1007(b) & (c).
- Chapter 13 Plan.**
Must be filed with the petition or within 15 days. Fed.R.Bankr.P. 3015.
- Statement disclosing compensation paid or to be paid to the attorney for the debtor (Director's Form 203),** if applicable.
Must be filed within 15 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).
- Certificate of Completion of Instructional Course Concerning Financial Management (Official Form 23).**
Must be filed no later than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1328(b). 11 U.S.C. § 1328(g)(1) and Fed.R.Bankr.P. 1007(b)(7) & (c).