

FILING REQUIREMENTS AND DOCUMENT ORDER LIST

CHAPTER 7 PETITION CONSISTS OF THE FOLLOWING:

NOTE: COURT REQUIRES ORIGINAL ONLY

- *VOLUNTARY PETITION W / EXHIBIT D & FORM B201
- *CORPORATE RESOLUTION OR PARTNERSHIP AUTHORIZATION (IF APPLICABLE)
- STATEMENT OF FINANCIAL AFFAIRS
- SCHEDULES (A,B,C,D,E,F,G,H,I,J) - see notation on next line (SCHEDULES C,I & J NOT NEEDED FOR CORPORATION)
- ATTORNEY'S DISCLOSURE STATEMENT
- STATEMENT OF INTENT (ONLY IF SECURED DEBTS)
- SUMMARY OF SCHEDULES WITH STATISTICAL SUMMARY
- DECLARATION CONCERNING DEBTOR'S SCHEDULES
- *MASTER LIST OF CREDITORS
- *B21 FORM STATEMENT OF SOCIAL SECURITY NUMBER FORM B22A MEANS TEST CALCULATION
- \$306.00 FILING FEE**
- \$306.00 FILING FEE INVOLUNTARY PETITION**
- \$755.00 FILING FEE - CONVERSION TO CHAPTER 11**

CHAPTER 11 PETITION CONSISTS OF THE FOLLOWING:

NOTE: COURT REQUIRES ORIGINAL & 3 COPIES

- *VOLUNTARY PETITION W / EXHIBIT D & FORM B201
- *CORPORATE RESOLUTION OR PARTNERSHIP AUTHORIZATION (IF APPLICABLE)
- *20 LARGEST UNSECURED CREDITORS WITH AMOUNTS
- STATEMENT OF FINANCIAL AFFAIRS
- SCHEDULES (A,B,C,D,E,F,G,H,I,J) - see notation on next line (SCHEDULES C,I & J NOT NEEDED FOR CORPORATION)
- LIST OF EQUITY SECURITY HOLDERS
- ATTORNEY'S DISCLOSURE STATEMENT
- SUMMARY OF SCHEDULES WITH STATISTICAL SUMMARY
- DECLARATION CONCERNING DEBTOR'S SCHEDULES
- *MASTER LIST OF CREDITORS (ORIGINAL ONLY)
- *B21 FORM STATEMENT OF SOCIAL SECURITY NUMBER FORM 22B STATEMENT OF CURRENT MONTHLY INCOME
- *\$1046.00 FILING FEE**
- *\$25.00 FILING FEE - CONVERSION TO CHAPTER 7**

CHAPTER 13 PETITION CONSISTS OF THE FOLLOWING:

NOTE: COURT REQUIRES ORIGINAL ONLY

- *VOLUNTARY PETITION W / EXHIBIT D & FORM B201
- CHAPTER 13 PLAN
- STATEMENT OF FINANCIAL AFFAIRS
- SCHEDULES (A,B,C,D,E,F,G,H,I,J)
- ATTORNEY'S DISCLOSURE STATEMENT
- SUMMARY OF SCHEDULES WITH STATISTICAL SUMMARY
- DECLARATION CONCERNING DEBTOR'S SCHEDULES
- *MASTER LIST OF CREDITORS
- *B21 FORM STATEMENT OF SOCIAL SECURITY NUMBER
- FORM B22C STATEMENT OF CURRENT MONTHLY INCOME
- \$281.00 FILING FEE**
- \$281.00 FILING FEE INVOLUNTARY PETITION**
- \$765.00 FILING FEE - CONVERSION TO CHAPTER 11**
- \$25.00 FILING FEE - CONVERSION TO CHAPTER 7**

***DENOTES DOCUMENTS REQUIRED AT THE TIME OF FILING THE VOLUNTARY PETITION!**

THE FOLLOWING SUPPORTING DOCUMENTS **MUST** BE FILED SEPARATELY FROM THE VOLUNTARY PETITION:

- *PRO SE AFFIDAVIT (if applicable)
 - PAYMENT ADVICES
 - CREDIT COUNSELING CERTIFICATE
 - PLAN
 - APPLICATION TO PAY FILING FEES IN INSTALLMENT
 - APPLICATION TO PROCEED IN FORMA PAUPERIS
-
- B21 FORM STATEMENT OF SOCIAL SECURITY NUMBER IS TO BE SUBMITTED ONLY ON PAPER FILED CASES FOR INDIVIDUALS!
 - FORMS B22A, B22B, AND B22C ARE FOR INDIVIDUALS AND ARE NOT NEEDED FOR CORPORATIONS