

# Filing Requirements and Document Order List

**Chapter 7 Petition** consists of the following:

- \*Voluntary Petition w / Exhibit D
- Statement of Financial Affairs
- Schedules (A,B,C,D,E,F,G,H,I,J) (*C, I & J not needed for Corporation*)
- Statement of Intention (*only if Secured Debts on Schedule D*)
- Summary of Schedules with Statistical Summary
- Declaration Concerning Debtor's Schedules
- Attorney's Disclosure Statement (*if applicable*)
- Petition Preparer Disclosure Statement (*if applicable*)
- Declaration of Non-Attorney Petition Preparer (*if applicable*)
- Certification of Notice to Individual Debtor (*if applicable*)
- Statement of Current Monthly Income and Means Test Calculation
- \*List of Creditors
- \$335.00 filing fee**
- \$335.00 filing fee Involuntary Petition**
- \$922.00 filing fee - Conversion to Chapter 11**

**Chapter 11 Petition** consists of the following:

- \*Voluntary Petition w / Exhibit D
- \*20 Largest Unsecured Creditors with amounts
- Statement of Financial Affairs
- Schedules (A,B,C,D,E,F,G,H,I,J) (*C, I & J not needed for Corporation*)
- List of Equity Security Holders
- Summary of Schedules with Statistical Summary
- Declaration Concerning Debtor's Schedules
- Attorney's Disclosure Statement (*if applicable*)
- Petition Preparer Disclosure Statement (*if applicable*)
- Declaration of Non-Attorney Petition Preparer (*if applicable*)
- Certification of Notice to Individual Debtor (*if applicable*)
- Statement of Current Monthly Income (*if applicable*)
- \*List of Creditors
- \$1717.00 filing fee**
- \$15.00 filing fee - Conversion to Chapter 7**

Revised 6/01/14

**Chapter 13 Petition** consists of the following:

- \*Voluntary Petition w / Exhibit D
- Statement of Financial Affairs
- Schedules (A,B,C,D,E,F,G,H,I,J)
- Summary of Schedules with Statistical Summary
- Declaration Concerning Debtor's Schedules
- Attorney's Disclosure Statement (*if applicable*)
- Petition Preparer Disclosure Statement (*if applicable*)
- Declaration of Non-Attorney Petition Preparer (*if applicable*)
- Certification of Notice to Individual Debtor
- Statement of Current Monthly Income
- \*List of Creditors
- \$310.00 filing fee**
- \$310.00 filing fee Involuntary Petition**
- \$932.00 filing fee - Conversion to Chapter 11**
- \$25.00 filing fee - Conversion to Chapter 7**

The following supporting documents (*if applicable*) must be filed separately from the Voluntary Petition:

- \*Statement of Social Security Number Form (B21)
- Pro Se Affidavit
- Credit Counseling Certificate
- Payment Advices
- Ch. 13 Plan
- \*Corporate Resolution or Partnership Authorization
- Application to Pay Filing Fees in Installments
- Application for Waiver of Chapter 7 Filing Fee

**\*Denotes documents required at the time of filing the Voluntary Petition**