

## Filing Requirements - Chapter 11

The following documents must be filed to commence a case under Chapter 11.

### **Chapter 11 - Filing Fee \$1,039.00**

1. Voluntary Petition (Official Form B1)
2. Exhibit A to Voluntary Petition (corporate Chapter 11 debtors that are publicly held) (due within 5 days)
3. Exhibit C to Voluntary Petition (only if yes is marked on the second page of the Voluntary Petition) (due within 5 days)
4. List of Creditors Holding 20 Largest Unsecured Claims (due within 5 days)
5. Summary of Schedules (Official Form B6) (due within 15 days)
6. Statistical Summary of Certain Liabilities (Official Form B6 - Summ 2) (individuals only) (due within 15 days)
7. Schedules A-J (Official Forms B6 A-J)(C, I & J required for individuals only) (due within 15 days)
8. Declaration Concerning Debtor's Schedules (Official Form B6 - Decl) (due within 15 days)
9. Statement of Financial Affairs (Official Form B7) (due within 15 days)
10. Statement of Corporate Ownership (Fed. R. Bankr. P. 1007(a)(1)) (corporate cases only) (due within 15 days)
11. Social Security Number Verification Form (Official Form B21) (individual cases only) (due with petition or show cause hearing)
12. Attorney Compensation Disclosure (Fed. R. Bankr. P. 2016(b)) (due within 5 days)
13. Matrix and Verification of Creditor Matrix (Local Form 2)
14. Credit Counseling Certificate, Exhibit D, Certification of Exigent Circumstances, or Motion for Exemption (Bankruptcy Code §§ 109(h) and 521(b)) (individuals only) (due immediately unless Exhibit D indicates that the Credit Counseling Certificate will be filed within 15 days)
15. Statement of Current Monthly Income (Official Form 22B) (individual cases only) (due within 15 days)
16. Filing Fee or Application to Pay Filing Fee in Installments. Only individuals may pay in installments.
17. Non-attorney Preparer Notice (individuals only)
18. Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition (Bankruptcy Code § 521(a)) (to be included in Item 17 of Schedule I and Item 19 of Schedule J) (individuals only) (due within 15 days)
19. Records of any interest in an educational Individual Retirement Account or state tuition program (to be included in Item 11 of Schedule B and filed separately) (individuals only) (due within 15 days)
20. Chapter 11 Small Business Requirements. (Bankruptcy Code § 1116(1)) (due within 5 days)
  - (a) Balance Sheet; (b) Statement of Operations; (c) Cash-Flow Statement; and
  - (d) Federal Income Tax Returns; or (e) an affidavit stating that no Balance Sheet, Statement of Operations, and/or Cash Flow Statement has been prepared and/or no Federal tax return has been filed.