

Filing Requirements - Chapter 7

The following documents must be filed to commence a case under Chapter 7.

Chapter 7 - Filing Fee \$299.00

1. Voluntary Petition (Official Form B1)
2. Exhibit C to Voluntary Petition (only if yes is marked on the second page of the Voluntary Petition) (due within 5 days)
3. Summary of Schedules (Official Form B6) (due within 15 days)
4. Statistical Summary of Certain Liabilities (Official Form B6 - Summ 2) (individuals only) (due within 15 days)
5. Schedules A-J (Official Forms B6 A-J) (C, I & J required for individuals only) (due within 15 days)
6. Declaration Concerning Debtor's Schedules (Official Form B6 - Decl) (due within 15 days)
7. Statement of Financial Affairs (Official Form B7) (due within 15 days)
8. Individual Debtor's Statement of Intentions (Official Form B8) (if applicable based on schedules) (due within 15 days)
9. Statement of Corporate Ownership (Fed. R. Bankr. P. 1007(a)(1)) (corporate cases only) (due within 15 days)
10. Social Security Number Verification Form (Official Form B21) (individuals only) (due with petition or show cause hearing)
11. Attorney Compensation Disclosure (Fed. R. Bankr. P. 2016(b)) (due within 5 days)
12. Matrix and Verification of Creditor Matrix (Local Form 2)
13. 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)
14. Means Test Form/Statement of Current Monthly Income (Official Form 22A) (individuals only) (due within 15 days)
15. Filing Fee, application to pay Filing Fee in Installments, or Application to Proceed In Forma Pauperis. Only individuals may pay in installments or file an Application to Proceed In Forma Pauperis.
16. Non-attorney Preparer Notice (individuals only)
17. 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)
18. 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)