

**U.S. BANKRUPTCY COURT, WESTERN DISTRICT OF TEXAS
REQUIRED LISTS, SCHEDULES, STATEMENTS AND FEES
FOR PRO SE DEBTOR**

VOLUNTARY CHAPTER 7 CASE

- *Filing Fee of \$299 **or** an Application for the fee to be paid in installments (Official Form 3A **or** an Application to waive the fee (Official Form 3B) with a proposed order (local form). *Note: Fee payable in cash, money order or cashier check only.*
- *Voluntary Petition (Official Form 1).
- Summary of Schedules (Official Form 6). Must be filed with the petition or within 15 days.
- Schedules A - J (Official Form 6A - 6J). Must be filed with the petition or within 15 days.
- Declaration Concerning Debtor's Schedules (Official Form 6-Decl). Must be filed with the petition or within 15 days.
- Statement of Financial Affairs (Official Form 7). Must be filed with the petition or within 15 days.
- Statement of Intention (Official Form 8). Required **ONLY** if the schedules of assets and liabilities contain debts secured by property of the estate or personal property subject to an unexpired lease. Must be filed within 30 days or by the date set for the 341 meeting of creditors, whichever is earlier.
- *Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer, "if applicable" (Official Form 19A). Must be filed with the petition if prepared by a "bankruptcy petition preparer."
- *Notice to Debtor by Non-Attorney Bankruptcy Petition Preparer, "if applicable" (Official Form 19B). Must be filed with the petition if prepared by a "bankruptcy petition preparer."
- Statement of Current Monthly Income and Means Test Calculation (Official Form B22A). Required if the debtor is an individual with primarily consumer debts. Must be filed with the petition or within 15 days.

- *Verification of Creditor Matrix (local form) and a Creditor Matrix. Must be filed with the petition.
- *Pro Se Questionnaire (local form). Must be filed with the petition.
- *Certificate of Credit Counseling **or** Certificate of Exigent Circumstance with proposed order **or** Motion to Waive Credit Counseling with proposed order. Must be filed with the petition.
- *Statement of Social Security Number (Official Form 21). Must be filed with the petition.
- Copies of all payment advices (pay stubs) or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition. **DO NOT** file with the court but should be provided to the trustee within 15 days of filing the petition.
- Debtor's federal income tax return (or transcript of return) for the most recent tax year ending immediately before the commencement of the case and for which a return was filed. **DO NOT** file with the court but should be provided to the trustee within 7 days before the date first set for the 341 meeting of creditors.
- Financial Management Certificate. Must be filed within 45 days after the first date set for the 341 meeting of creditors.

***Items marked with asterisks must be provided with the voluntary petition at the time of filing.**

FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY RESULT IN DISMISSAL OR THE CLOSING OF YOUR CASE WITHOUT A DISCHARGE.