

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

VOLUNTARY CHAPTER 13 CASE

- *Filing Fee of \$274 **or** an Application for the fee to be paid in installments (Official Form 3A). *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.
- *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 Calculation of Commitment Period and Disposable Income (Official Form B22C). 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.
- *Order to Employer to Pay the Trustee (local form). Must be filed with the petition. *(Pursuant to Local Rule 3015c, at the request of the debtor at the 341 meeting the trustee may waive this requirement.)*
- Chapter 13 Plan (local form). Must be filed with the petition or within 15 days.
- 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 by the date of the last scheduled plan payment.

***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.