

PETITION REVIEW CHECKLIST

Case Name _____ Case Number _____ Chapter _____

Deficiency Notice (van019 - BNC - 15 days to cure deficiency on all items except statement of intent which is 30 days from date of filing of petition or by date of 341 meeting, whichever is earlier - failure to submit all items except statement of intent, chapter 13 plan, disclosure of compensation, Statement of Current Monthly Income (Form B22B), and summary of schedules & statistical summary subjects case to automatic dismissal)

- _____ Schedule A
- _____ Schedule B
- _____ Schedule C (individuals only)
- _____ Schedule D
- _____ Schedule E
- _____ Schedule F
- _____ Schedule G
- _____ Schedule H
- _____ Schedule I - Item 17 must be completed (individuals only)
- _____ Schedule J - Item 19 must be completed (individuals only)
- _____ Statement of Affairs
- _____ Statement of Current Monthly Income and Means Test Calculation - Chapter 7 (Form B22A) - individuals only
- _____ Statement of Current Monthly Income - Chapter 11 (Form B22B) - individuals only
- _____ Statement of Current Monthly Income and Disposable Income Calculation- Chapter 13 (Form B22C)
- _____ Chapter 13 Plan
- _____ Statement of Intent (individual chapter 7 only with secured debts)
- _____ Exhibit B signed by attorney (individual cases only)
- _____ Debtor's signature reflected on page 3 of petition
- _____ Disclosure of Compensation (attorney)
- _____ Summary of Schedules & Statistical Summary of Certain Liabilities and Related Data (Official Form 6)

Deficiency Notice (5 days to cure deficiency - if not filed, show cause hearing scheduled)

- _____ Statement of Social Security Number
- _____ Mailing Matrix
- _____ Certification of Mailing Matrix
- _____ Certificate of Completion of Credit Counseling Course or Motion for Waiver due to Exigent Circumstances (individuals only) (Credit counseling must be obtained within 180 days of the filing of the petition.)
- _____ List of 20 Largest Unsecured Creditors (chapter 11 only)
- _____ Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling Requirement (individuals only - one of 5 boxes must be checked - must have separate form for each debtor)