# CHAPTER 7 BANKRUPTCY CASE OPENING
# (Revised on: December 1, 2014)

## Case Opening Tip Sheet (Individual/Business)

**One Bookmarked PDF Document Filed as Voluntary Petition**;

***Note**: Documents must be filed using the most current Official Forms.*

**Individual**

- Voluntary Petition *(Official Form 1)*
- Schedules A-J *(Official Form 6)*
- Summary of Schedules *(Official Form 6)*
- Statistical Summary of Certain Liabilities *(Official Form 6)*
- Statement of Financial Affairs
- Attorney Compensation Disclosure (2016 b)

**Business**

- Voluntary Petition *(Official Form 1)*
- Schedules A-H, excluding Schedule C *(Official Form 6)*
- Summary of Schedules *(Official Form 6)*
- Statement of Financial Affairs
- Attorney Compensation Disclosure (2016 b)
- Statement Regarding Authority to Sign and File Petition

**All other initial pleadings are to be filed as separate entries; each document has separate filing instructions.**

**Individual**

- Upload List of Creditors
- Bankruptcy Cover Sheet
- Statement of Social Security Number
- Exhibit D with Certificate of Budget and Credit Counseling Course
- Certificate of Budget and Credit Counseling Course (By itself)
- Chapter 7 Statement of Your Current Monthly Income (Form B22A-1)
- If Applicable, Statement of Exemption from Presumption of Abuse Under §707 (b)(2) (Form B22A-1 Supp)
- If Applicable, Chapter 7 Means Test Calculation (Form B22A-2)
- If Applicable, Application to Waive Filing Fee **or** Application to pay Filing Fee in Installments

**Business**

- Upload List of Creditors
- Bankruptcy Cover Sheet
- Statement of Debtor Regarding Corporate Ownership (Local Form)

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