

# Chapter 13 Required Documents Checklist

Forms available at no cost at <http://www.mieb.uscourts.gov>

## **To open a bankruptcy case, you must file at least these documents:**

- Voluntary Petition (Form 101)
- Filing fee of \$310 (or application to pay installments)
- Certificate of Credit Counseling (obtained from agency) (or certificate of exigent circumstances with a motion for approval of exigent circumstances or motion to excuse credit counseling)

**The following documents are due within 7 days of filing the Voluntary Petition (The court strongly recommends that these documents be filed at the same time as the Voluntary Petition):**

- Bankruptcy Petition Cover Sheet (Local Form)
- Statement About Your Social Security Numbers (Form 121)
- List of Creditors (also called Mailing Matrix – see Matrix Guidelines at <http://www.mieb.uscourts.gov>)

**The following documents are due within 14 days of filing the Voluntary Petition (The court strongly recommends that these documents be filed at the same time as the Voluntary Petition):**

- Declaration Under Penalty of Perjury for Debtor without Attorney (Local Form)
- Schedule A/B (Property) (Form 106A/B)
- Schedule C (Property You Claim as Exempt) (Form 106C)
- Schedule D (Creditors Who Hold Claims Secured by Property) (Form 106D)
- Schedule E/F (Creditors Who Have Unsecured Claims) (Form 106E/F)
- Schedule G (Executory Contracts and Unexpired Leases) (Form 106G)
- Schedule H (Your Co-debtors) (Form 106H)
- Schedule I (Your Income) (Form 106I)
- Schedule J (Your Expenses) (Form 106J)
- Schedule J-2 (Expenses for Separate Household of Debtor 2) (Form 106J-2) (if applicable)
- Summary of Your Assets and Liabilities and Certain Statistical Information (Form 106)
- Declaration About an Individual Debtor's Schedules (Form 106Dec)
- Statement of Financial Affairs (Form 107)
- Chapter 13 Statement of Current Monthly Income and Calculation of Commitment Period (Form 122C-1)
  - Chapter 13 Calculation of Your Disposable Income (if applicable) (Form 122C-2)
- Chapter 13 Plan (Must use Model Plan at <http://www.det13.com/index.cfm/attorneys/documents-and-resources/forms/>)
- Bankruptcy Petition Preparer's Notice, Declaration and Signature (if applicable) (Form 119)
- Statement of Petition Preparer Pursuant to F.R.BANKR.P 2016(c) (if applicable) (Local Form)

**The following documents are due before the last plan payment is due under the Chapter 13 Plan:**

- Certification About a Financial Management Course (obtained from agency)
- Debtor's Certifications Regarding Domestic Support Obligations (Local Form)

## **The Court may dismiss the debtor's case if any of the items above are late**

If your case is dismissed you will have to pay another fee to reopen the case and you may not receive the protection of the automatic stay if you file a new case

**Note: This checklist is for informational purposes only and should not be considered legal advice. You should consult an attorney for individual advice.**