

Chapter 7 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 \$335 (or application to waive or 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 7 Statement of Your Current Monthly Income (Form 122A-1)
 - Chapter 7 Means Test Calculation (Form 122A-2, if applicable)
- Statement of Intention (Form 108) **file within 30 days of filing or date of Meeting of Creditors
- 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 document is due within 60 days after the first date set for the Meeting of Creditors:

- Certification About a Financial Management Course (obtained from agency)

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.