

## CASE OPENING TIP SHEET NON-INDIVIDUALS

Revised on: July 5, 2022

- **Open Bankruptcy Case and file these documents as one bookmarked PDF.**

### *Bankruptcy > Open BK Case*

Document	Form #	Revision Date
<b>Voluntary Petition for Non-Individuals Filing for Bankruptcy</b>	201	6/22
• Attachment to Voluntary Petition for Non-Individuals Filing for Bankruptcy under Chapter 11	201A	12/15
• Declaration Under Penalty of Perjury for Non-Individuals	202	12/15
• Summary of Assets and Liabilities for Non-Individuals	206Sum	12/15
• Schedule A/B: Assets – Real and Personal Property	206A/B	12/15
• Schedule D: Creditors Who Have Claims Secured By Property	206D	12/15
• Schedule E/F: Creditors Who Have Unsecured Claims	206E/F	12/15
• Schedule G: Executory Contracts and Unexpired Leases	206G	12/15
• Schedule H: Your Codebtors	206H	12/15
• Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy	207	4/22
• Statement of Attorney for Debtor(s) Pursuant to F.R.Bankr.P. 2016(b)	Local Form	4/12
• Equity Security Holders List	Self-Generated	N/A
• Statement Regarding Authority to Sign and File Petition (Document Can Also Be Filed on Its Own)	Self-Generated	N/A

- **Upload List of Creditors (must be in .txt format)**

<b>UPLOAD LIST OF CREDITORS</b>		
<i>Note: Reminder, the List of Creditors being uploaded must be in .txt format.</i>		
	Form #	Revision Date
<i>Bankruptcy &gt; Creditor Maintenance &gt; Upload List of Creditors File</i>	Self-Generated	N/A

- **File these documents as separate PDF entries**

*Documents with an “\*” are filed if applicable. Documents without the “\*” are required.*

<b>CHAPTER 7 CASES</b>		
Document	Form #	Revision Date
Bankruptcy Petition Cover Sheet <i>Bankruptcy &gt; Other &gt; Bankruptcy Petition Cover Sheet</i>	Local	05/08
Statement of Debtor Regarding Corporate Ownership <i>Bankruptcy &gt; Other &gt; Statement of Corporate Ownership (debtor) or (motion)</i>	Local	02/04
Statement Regarding Authority to Sign and File Petition – <b>If Not Filed with Voluntary Petition</b> <i>Bankruptcy &gt; Other &gt; Statement Regarding Authority to Sign and File Petition</i>	Self-Generated	N/A

➤ **File these documents as separate PDF entries**

Documents with an "\*" are filed if applicable. Documents without the "\*" are required.

CHAPTER 9 CASES		
Document	Form #	Revision Date
*** PLEASE CONTACT CLERKS OFFICE BEFORE FILING ***	-----	-----

CHAPTER 11 CASES		
Document	Form #	Revision Date
Bankruptcy Petition Cover Sheet <i>Bankruptcy &gt; Other &gt; Bankruptcy Petition Cover Sheet</i>	Local	05/08
Statement of Debtor Regarding Corporate Ownership <i>Bankruptcy &gt; Other &gt; Statement of Corporate Ownership (debtor) or (motion)</i>	Local	02/04
List of Equity Security Holders <i>Bankruptcy &gt; Other &gt; List of Equity Security Holders</i>		
Chapter 11 or Chapter 9 Cases: List of Creditors Who Have the 20 Largest Unsecured Claims and Are Not Insiders <i>Bankruptcy &gt; Other &gt; 20 Largest Unsecured Creditors</i>	204	12/15

Small Business Only		
Document	Form #	Revision Date
Balance Sheet <i>Bankruptcy &gt; Other &gt; Balance Sheet for Small Business</i>	Self-Generated	N/A
Cash Flow Statement <i>Bankruptcy &gt; Other &gt; Cash Flow Statement for Small Business</i>	Self-Generated	N/A
Income Tax Return <i>Bankruptcy &gt; Other &gt; Certification of Compliance of Submission of Tax Returns</i>	Self-Generated	N/A
Statement of Operation <i>Bankruptcy &gt; Other &gt; Statement of Operations for Small Business</i>	Self-Generated	N/A
Statement that the above four (4) items have not been filed <i>Bankruptcy &gt; Other &gt; Certification of Compliance of Submission of Tax Records</i>	Self-Generated	N/A

CHAPTER 12 CASES		
Document	Form #	Revision Date
Bankruptcy Petition Cover Sheet <i>Bankruptcy &gt; Other &gt; Bankruptcy Petition Cover Sheet</i>	Local	05/08
Statement of Debtor Regarding Corporate Ownership <i>Bankruptcy &gt; Other &gt; Statement of Corporate Ownership (debtor) or (motion)</i>	Local	02/04

CHAPTER 15 CASES		
Document	Form #	Revision Date
*** PLEASE CONTACT CLERKS OFFICE BEFORE FILING ***	-----	-----