

## **CHECKLIST FOR FILING CHAPTER 13 CASE (Rev. 12/14)**

**Fee:** \$310 (includes filing fee of \$235 + administrative fee of \$75)

Note: Fee must be paid with a money order or cashier's check; personal checks not accepted. If paying in person, fee may be paid in cash – exact change required.

### **Voluntary Petition (Official Form 1)**

Unless filed electronically by a registered attorney, the petition must be signed in ink by the debtor (and joint debtor if spouses are filing together). If a petition preparer assisted in preparing the petition and other documents, the preparer must provide the information required on the petition and sign it also.

### **Creditor List and Debtor's Verification of Creditor List (Local Form hib\_1007-2(d))**

Names and addresses of entities included or to be included on Schedules D, E, F, G and H. Per Local Rule 1007-2(c), the petition must be accompanied by both a paper copy of the creditor list and an electronic version on media (diskette, CD, USB drive, etc.). Must be submitted WITH the petition.

### **Statement of Social Security Number (Official Form 21)**

Must be submitted WITH the petition.

### **Exhibit D – Individual Debtor's Statement of Compliance with Credit Counseling Requirement**

Must be submitted WITH the petition or within 14 days.

### **Certificate of Credit Counseling**

Must be filed with the petition or within 14 days. An individual who is incapacitated or disabled as described in 11 U.S.C. § 109(h)(4) or is on active military duty in a combat zone may request a waiver by filing a

**Motion to Waive Counseling Requirement (based on incapacity, disability or active military duty in a combat zone),**

and an individual who is not able to obtain credit counseling before filing the petition may request a temporary waiver to extend the time to obtain credit counseling for 30 days after the petition is filed by completing part 3 of Exhibit D (Official Form B1D) with a

**Statement of Exigent Circumstances.**

### **Statement of Your Current Monthly Income and Calculation of Commitment Period (Official Form 22C-1)**

Must be filed with the petition or within 14 days. READ INSTRUCTIONS TO DETERMINE WHETHER ADDITIONAL FORM 22C-2 IS DUE.

### **Schedules A-J, Summary of Schedules, Statistical Summary of Certain Liabilities and Declaration Concerning Debtor's Schedules of Assets and liabilities (Official Form 6)**

Must be filed with the petition or within 14 days.

### **Statement of Financial Affairs (Official Form 7)**

Must be filed with the petition or within 14 days.

### **Chapter 13 Plan (Local Form Plan hib\_3015-1)**

Must be filed with the petition or within 14 days.

Note: Additional documents are required to be filed if the debtor is represented by an attorney.