

COMMENCING A BANKRUPTCY CASE; NUMBER OF COPIES REQUIRED

(Rev. 11/01/03)

[NOTE: The following applies to pro se debtors ONLY. Cases filed on behalf of debtors represented by an attorney must be filed in accordance with the court's Electronic Filing Procedures.]

The forms necessary to commence a bankruptcy case may be purchased at most legal stationery stores. The number of copies of the petition and schedules required for the respective Chapters are as follows:

Chapter 7 - An original and three copies of all required forms.

Chapter 11 - An original and six copies of all required forms.

Chapter 13 - An original and three copies of all required forms.

Chapter 12 - An original and six copies of all required forms.

Provide an additional copy if you would like one returned to you for your records.

Every petition must be accompanied by an original and one copy of a **Statement Pursuant to Local Bankruptcy Rule 1073-2(b)**, and a certified **mailing matrix**. (An original only of the mailing matrix is sufficient; no additional copies are required.)

[List of forms required for each chapter](#)

FILING REQUIREMENTS

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK

VOLUNTARY PETITIONS

1. STATEMENT PURSUANT TO LOCAL RULE 1073-2(b)*
2. ORIGINAL & 3 (CH. 7 & 13) OR 6 (CH. 11 & 12) COPIES OF THE FOLLOWING:

VOLUNTARY PETITION*
SCHEDULES A - J (INDIVIDUALS) OR A - H (CORPORATIONS), SUMMARY &
DECLARATION
EXHIBIT "A" (CH. 11 CORPORATION)
INDIVIDUAL DEBTOR'S STATEMENT OF INTENTION (CH. 7)
STATEMENT OF FINANCIAL AFFAIRS & DECLARATION
CHAPTER 13 PLAN (CH. 13)
CORPORATE RESOLUTION (CORPORATE DEBTORS)*
LIST OF EQUITY SECURITY HOLDERS (CH. 11)*
LIST OF 20 LARGEST UNSECURED CREDITORS (CH. 11)
AFFIDAVIT PURSUANT TO LOCAL RULE 1007-3 (CH. 11)*
3. STATEMENT DISCLOSING COMPENSATION PAID OR TO BE PAID TO
BANKRUPTCY PETITION PREPARER
4. VERIFIED MAILING MATRIX
5. FILING FEE: \$209.00 (CH. 7 VOLUNTARY OR INVOLUNTARY); \$194 (CH. 13);
\$839.00 (CH. 11 VOLUNTARY OR INVOLUNTARY); \$239.00 (CH. 12)

* Items marked are minimum filing requirements. Remaining forms, if not filed with petition, are due within fifteen days from the date of filing of the petition, with the following exceptions:

- Mailing Matrix due within 48 hours
- Statement Disclosing Compensation Paid or to be Paid to a Bankruptcy Petition Preparer due within 72 hours
- Chapter 7 Individual Debtor's Statement of Intention due within 30 days

Involuntary (Creditors') Petitions may be filed under Chapter 7 or Chapter 11. The filing fee and number of copies required depend on the chapter (see above).

FORMAT: Papers must be collated into separate, complete sets, and printed on one side of the paper only. Each page is to be pre-punched with two holes at the top, and sufficient top margin allowed so that neither the caption nor text is destroyed or obscured.

STAMPED COPY: An additional copy must be submitted if you would like a stamped copy returned for your records.

PAYMENT: Filing fees are payable by money order, certified check, bank check or cash. Debtors' personal checks cannot be accepted. Payment instrument should be made payable to "Clerk, U.S. Bankruptcy Court."