

# Chapter 13 Checklist

Official forms referenced can be found on: <http://www.nyeb.uscourts.gov/chapter-13-checklist-0>

**Filing Fee: \$310.00 Payable By:** Attorneys may pay by check; money order; certified bank check; cash or credit card (Visa, Mastercard, American Express or Discover). **Personal and Third Party Checks cannot be accepted. Pro-se debtors must make all payments in cash (exact amount) or money order made payable to "CLERK, U.S. BANKRUPTCY COURT." Do NOT send cash through the mail.**

**If the debtor is an individual the fee may be:**

**Paid in installments.** A signed application must be filed for the court's approval [Official Form 103A]

DOCUMENTS MUST BE FILED WITHIN **14 CALENDAR DAYS OF FILING THE PETITION** UNLESS OTHERWISE INDICATED.  
YOUR CASE MAY BE DISMISSED IF YOU DO NOT FILE THE REQUIRED DOCUMENTS ON TIME.

**Requirement: Original plus 1 copy of all documents submitted.**

## DOCUMENTS DUE AT TIME OF FILING OF BANKRUPTCY PETITION

## FORMNUMBER

- |   |              |
|---|--------------|
| <input type="checkbox"/> Voluntary Petition for Individuals Filing for Bankruptcy [Signed]  | 101          |
| <input type="checkbox"/> Initial Statement About an Eviction Judgment Against You [if applicable] [Signed]  | 101A         |
| <input type="checkbox"/> Statement About Your Social Security Numbers   | 121          |
| <input type="checkbox"/> Statement Pursuant to E.D.N.Y. LBR 1073-2(b)   | Local Form   |
| <input type="checkbox"/> Certificate of Credit Counseling and Debt Repayment Plan (or certificate pursuant to 11 U.S.C. § 109(h)(3) or a request pursuant to 11 U.S.C. § 109(h)(4)) | 101 [Part 5] |
| <input type="checkbox"/> List of Creditors (Certified by Attorney or Debtor, if Pro-se) – Typed [Name and Address <u>ONLY</u> ]<br>Pursuant to E.D.N.Y. LBR 1007-1(a)               |              |
| <input type="checkbox"/> Creditor Matrix Pursuant to E.D.N.Y. LBR 1007-3  |              |

## DOCUMENTS DUE WITHIN 14 DAYS

## FORMNUMBER

- |  |        |
|--|--------|
| <input type="checkbox"/> Schedule A/B: Property  | 106A/B |
| <input type="checkbox"/> Schedule C: The Property You Claim as Exempt  | 106C   |
| <input type="checkbox"/> Schedule D: Creditors Who Have Claims Secured By Property   | 106D   |
| <input type="checkbox"/> Schedule E/F: Creditors Who Have Unsecured Claims   | 106E/F |
| <input type="checkbox"/> Schedule G: Executory Contracts and Unexpired Leases  | 106G   |
| <input type="checkbox"/> Schedule H: Your Codebtors  | 106H   |
| <input type="checkbox"/> Schedule I: Your Income   | 106I   |
| <input type="checkbox"/> Schedule J: Your Expenses   | 106J   |
| <input type="checkbox"/> Schedule J-2: Expenses for Separate Household of Debtor 2 [if applicable]   | 106J-2 |
| <input type="checkbox"/> Summary of Your Assets and Liabilities and Certain Statistical Information (Individual)   | 106Sum |
| <input type="checkbox"/> Declaration About an Individual Debtor's Schedules  | 106Dec |
| <input type="checkbox"/> Statement of Financial Affairs for Individuals Filing for Bankruptcy  | 107    |
| <input type="checkbox"/> Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period  | 122C-1 |
| <input type="checkbox"/> Chapter 13 Calculation of Your Disposable Income  | 122C-2 |
| <input type="checkbox"/> Chapter 13 Plan   |        |
| <input type="checkbox"/> Copies of Pay Statements received within 60 days of filing from any Employer or a statement indicating this requirement is not applicable [Show only last four digits of Social Security Number]  |        |
| <input type="checkbox"/> Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b), if applicable.<br>Required if the debtor is an individual with primarily consumer debts. Certification that the notice has been given Must <b>FILED with the petition</b> or <b>within 15 days</b> . 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 707(a)(3). <b>Part 7 of Official Form 101</b> contains spaces for the certification. | 2010   |

## DISCHARGE ELIGIBILITY:

- Personal Financial Management Course** – Certificate must be filed with the court within 60 days after the first date set for the meeting of creditors under § 341 of the code in order to receive a discharge [Official Form 423] **Individual ONLY**.

**YOU MAY ALSO NEED TO FILE:**

**If you paid a petition preparer or you are represented by an attorney:**

## FORMNUMBER

- |  |      |
|--|------|
| <input type="checkbox"/> Disclosure of Compensation of Attorney for Debtor. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b) | 2030 |
| <input type="checkbox"/> Pre-petition Statement Pursuant to Fed.R.Bankr.P. 2017-1 (Due Within 14 Days)                 |      |
| <input type="checkbox"/> Bankruptcy Petition Preparer's Notice, Declaration, and Signature                             | 119  |
| <input type="checkbox"/> Disclosure of Compensation of Bankruptcy Petition Preparer                                    | 2800 |

## PLEASE NOTE:

- If the item(s) in bold print are not filed within 45 days after the filing of the petition, your case may be automatically dismissed on the 46<sup>th</sup> day after the filing of the petition.
- The Court may schedule a hearing to potentially dismiss the debtor's case if the item(s) above are filed late.
- If your case is dismissed, you may not receive the protection of the automatic stay if you file additional cases within one year.

NOTE: This checklist should be used as an information source and not as legal advice. You should consult an attorney for individual advice.