

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>]
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.
Required if the debtor is an individual with primarily consumer debts. Certification that the notice has been given Must FILED with the petition or within 15 days . 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 707(a)(3). Part 7 of Official Form 101 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 46th 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.