

**United States Bankruptcy Court
Eastern District of New York**

**Voluntary Chapter 11 Case (Non-Individual)
Required Lists, Schedules, Statements and Fees**

Official forms referenced can be found on: <http://www.nyeb.uscourts.gov/chapter-11-information>

Filing Fee: \$1,738.00

<u>ITEMS DUE AT TIME OF FILING OF BANKRUPTCY PETITION</u>	<u>FORM NUMBER</u>
<input type="checkbox"/> Voluntary Petition for Non-Individuals Filing for Bankruptcy [Signed]	201
<input type="checkbox"/> Attachment to Voluntary Petition for Non-Individuals Filing for Bankruptcy under Chapter 11	201A
<input type="checkbox"/> List of Creditors [<i>Name and address of all creditors of the debtor</i>] LBR 1007-1(a)	
<input type="checkbox"/> Creditor Matrix Pursuant to Local Bankruptcy Rule 1007-3	
<input type="checkbox"/> Statement Pursuant to Local Rule 1073-2(b)	
<input type="checkbox"/> Chapter 11 or Chapter 9 Cases: List of Creditors Who Have the 20 Largest Unsecured Claims and Are Not Insiders	204
<input type="checkbox"/> Corporate Resolution Pursuant to Local Bankruptcy Rule 1074-1(a) [Corporation Only]	
<input type="checkbox"/> Corporate Ownership Statement Pursuant to Federal Bankruptcy Rule 1007(a)(1) [Corporation Only]	
<input type="checkbox"/> Corporate Disclosure Statement Pursuant to Local Bankruptcy Rule 1073-3 [Corporation Only]	
<input type="checkbox"/> Partnership Statement Pursuant to Local Bankruptcy Rule 1074-1(b) [Partnership]	

SCHEDULES

All schedules must be filed **whether they pertain to your case or not**. Must be filed **with the petition or within 14 days**.

<input type="checkbox"/> Declaration Under Penalty of Perjury for Non-Individual Debtors	202
<input type="checkbox"/> Summary of Assets and Liabilities for Non-Individuals	206Sum
<input type="checkbox"/> Schedule A/B: Assets - Real and Personal Property	206A/B
<input type="checkbox"/> Schedule D: Creditors Who Have Claims Secured By Property	206D
<input type="checkbox"/> Schedule E/F: Creditors Who Have Unsecured Claims	206E/F
<input type="checkbox"/> Schedule G: Executory Contracts and Unexpired Leases	206G
<input type="checkbox"/> Schedule H: Codebtors	206H
<input type="checkbox"/> Affidavit Pursuant to Local Bankruptcy Rule 1007-4	
<input type="checkbox"/> List of Equity Security Holders and Addresses	
<input type="checkbox"/> Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy	207

YOU MAY ALSO NEED TO FILE

If you are a Small Business:

- If the debtor files under chapter 11 and meets the criteria and debt limits outlined in 11 U.S.C. § 101(51D), the debtor qualifies as a **Small Business Debtor** and **must file with the petition** its most recent:
- Balance Sheet
 - Statement of Operations
 - Cash-flow Statement
 - Federal Income Tax Return

- If the debtor **does not** have these documents, the debtor must file a statement made under penalty of perjury that the debtor has not prepared either ***balance sheet, statement of operations, or cash-flow statement or you have not filed a federal tax return.***

If you are represented by an attorney:

	<u>FORM NUMBER</u>
<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)	

**YOUR CASE MAY BE DISMISSED IF
YOU DO NOT MAKE THE REQUIRED FILINGS ON A TIMELY BASIS**

FURTHER NOTICE IS GIVEN THAT the Court may schedule a hearing to determine whether this bankruptcy case should be dismissed if the items due at the time of filing of this bankruptcy petition are not filed with the Court within three (3) days of this notice.

FURTHER NOTICE IS GIVEN THAT the Court may schedule a hearing to determine whether this bankruptcy case should be dismissed if the items due within 14 days of the filing of this bankruptcy petition, or at the time of the 341 meeting, are not timely filed with the Court.

FURTHER NOTICE IS GIVEN THAT if this bankruptcy case is dismissed for failure to make the required filings, or for any other reason, then the debtor may not receive the benefit of the automatic stay in a subsequent bankruptcy case filed for a period of up to one year. *See 11 U.S.C §§ 362(c)(3) and (c)(4).*

FURTHER NOTICE IS GIVEN THAT the debtor must serve copies of the Chapter 11 petition on the United States Trustee, Internal Revenue Service and Securities and Exchange Commission (*see addresses below*).

BROOKLYN CASES

Office of the United States Trustee
U.S. Federal Office Building
201 Varick Street, Suite 1006
New York, New York 10014

Internal Revenue Service
P.O. Box 7346
Philadelphia, PA 19101-7346

Securities & Exchange Commission
Northeast Regional Office
Woolworth Building
233 Broadway
New York, New York 10279

CENTRAL ISLIP CASES

Office of the United States Trustee
Long Island Federal Plaza Courthouse
560 Federal Plaza
Central Islip, New York 11722

Internal Revenue Service
P.O. Box 7346
Philadelphia, PA 19101-7346

Securities & Exchange Commission
Northeast Regional Office
Woolworth Building
233 Broadway
New York, New York 10279

¹ This document is intended to assist with some of the initial case filing requirements particularly as it relates to the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005. This list may not be exhaustive and should not be considered as a replacement for the requirements of the Bankruptcy Code and Federal Rules of Bankruptcy Procedure.