

United States Bankruptcy Court  
Eastern District of New York

Voluntary Chapter 11 (Individual)

Required Lists, Schedules, Statements and Fees

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

**Filing Fee: \$1,738.00**

[If the debtor is an individual, the fee may be paid in installments. A signed application for the court's approval must be filed [Official Form 103A].

**ITEMS DUE AT TIME OF FILING OF BANKRUPTCY PETITION**

**FORM NUMBER**

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| <input type="checkbox"/> Voluntary Petition for Individuals Filing for Bankruptcy [ <i>Signed</i> ]   | 101          |
| <input type="checkbox"/> List of Creditors [ <i>Name and Address of all creditors of the debtor</i> ] E.D.N.Y. LBR 1007-1(a)  |              |
| <input type="checkbox"/> Creditor Matrix Pursuant to E.D.N.Y. LBR 1007-3  |              |
| <input type="checkbox"/> Statement About Your Social Security Numbers   | 121          |
| <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"/> Statement Pursuant to E.D.N.Y. LBR 1073-2(b)   | Local Form   |
| <input type="checkbox"/> For Individual Chapter 11 Cases: List of Creditors Who Have the 20 Largest Unsecured Claims Against You and are Not Insiders                               | 104          |

**SCHEDULES**

**FORM NUMBER**

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

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| <input type="checkbox"/> Summary of Your Assets and Liabilities and Certain Statistical Information  | 106Sum |
| <input type="checkbox"/> Schedule A/B: Property  | 106A/B |
| <input type="checkbox"/> Schedule C: The Property You Claimed 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 [ <i>if applicable</i> ]  | 106J-2 |
| <input type="checkbox"/> Affidavit Pursuant to E.D.N.Y. LBR 1007-4   |        |
| <input type="checkbox"/> Declaration About and Individual Debtor's Schedules   | 106Dec |
| <input type="checkbox"/> Statement of Financial Affairs for Individuals Filing For Bankruptcy  | 107    |
| <input type="checkbox"/> Chapter 11 Statement of Your Current Monthly Income. Required if the debtor is an individual unless the case is filed under subchapter V. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c). | 122B   |

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| <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 be <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). <i>Part 7 of Official Form 101</i> contains spaces for the signature and certification. | 2010 |
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| <input type="checkbox"/> Copies of all payment advices, pay stubs or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition. [Required if the debtor is an individual and employed within 60 days of the filing of the petition.] |  |
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| <input type="checkbox"/> Debtor's Certification of Completion of Instructional Course Concerning Financial Management<br>Required if the debtor is an individual and 11 U.S.C. § 1141(d)(3) applies. Must be filed no later than the last payment made by the debtor as required by the plan or the filing of a motion for entry of a discharge under 11 U.S.C. § 1141(d)(5)(B) of the Code. | 423 |
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| <input type="checkbox"/> Statement concerning pending proceedings of the kind described in § 522(q)(1), if applicable. Required if the debtor is an individual and has claimed exemptions under state or local law as described in §522(b)(3) in excess of \$160,375*. Must be filed no later than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1141(d)(5)(B). 11 U.S.C. § 1141(d)(5)(C) and Fed.R.Bankr.P. 1007(b)(8),(c). |  |
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**YOU MAY ALSO NEED TO FILE**

**If you are a Small Business:**

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| <input type="checkbox"/> If you file under chapter 11 and are a <b>Small Business Debtor</b> (that is, if you are self-employed and your debts are less than \$2,490,925*), <b>within 7 days</b> after filing your bankruptcy forms to open your case, you must file your most recent: <ul style="list-style-type: none"><li><input type="checkbox"/> Balance Sheet</li><li><input type="checkbox"/> Statement of Operations</li><li><input type="checkbox"/> Cash-flow Statement</li><li><input type="checkbox"/> Federal Income Tax Return</li></ul> |  |
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| <input type="checkbox"/> If you <b>do not</b> have these documents, you must file a statement made under penalty of perjury that you have not prepared either a <b>balance sheet, statement of operations, or cash-flow statement or you have not filed a federal tax return.</b> |  |
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**FORM NUMBER**

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

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| <input type="checkbox"/> Bankruptcy Petition Preparer's Notice, Declaration, and Signature                            | 119  |
| <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"/> Disclosure of Compensation of Bankruptcy Petition Preparer                                   | 2800 |

**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