

CHAPTER 11 (Attorney Needed for Non-Individual Cases)

If the petition is being filed by a foreign representative where an order granting recognition of the foreign main proceeding has been entered, a certified copy of the order granting recognition of the foreign main proceeding must accompany the petition. [see 11 U.S.C. §1511]

Debtors must provide the trustee with a copy of their Federal income tax return if required under 11 U.S.C. §521(e) or the case may be dismissed. [Do not file the return with the court unless directed by the court.]

For additional chapter 11 requirements and forms, please refer to the “Clerk’s Instructions for Chapter 11 Cases”, court “Guidelines for Prepackaged Chapter 11 Cases” and to the U.S. Trustee Guideline letter you will receive from the U.S. Trustee after your case is filed and the forms listed on the Miami U.S. Trustee website: <http://www.usdoj.gov/ust/r21/miami/forms.htm>.

**Original and 1 copy to be returned to filer
Filing Fee: \$1039.00**

*1. Voluntary Petition

Note: Individual debtors must obtain credit counseling before filing the petition, unless an exception applies. (See clerk’s “Stop” notice on page 22 of these instructions. Individual debtors must complete Exhibit D to the Voluntary Petition which is titled **EXHIBIT D - “INDIVIDUAL DEBTOR’S STATEMENT OF COMPLIANCE WITH CREDIT COUNSELING REQUIREMENT”** and submit it at the time of filing the petition. If a joint case, the husband and wife must each submit a separate signed Exhibit D. If checking box 1, a copy of the certificate from the agency and any debt repayment plan developed through the agency must accompany Exhibit D. If box 2 is checked indicating that counseling was received but the certificate was not available at the time of filing the petition, the certificate indicating that pre filing counseling was received and any debt repayment plan developed through the agency must be filed within 15 days of the date of filing the petition.) If checking box 3, the required summary of exigent circumstances must be set forth on the form. If checking box 4 the required motion must accompany Exhibit D. **FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN DISMISSAL OF YOUR CASE WITHOUT FURTHER NOTICE.**

*2. Exhibit "A" (Non-Individual Cases Only)

*3. List of Creditors Holding 20 Largest Unsecured Claims (accompanied by unsworn declaration)

4. Summary of Schedules

5. Statistical Summary of Certain Liabilities and Related Data (28 U.S.C. §159)
6. Schedule A - Real Property
7. Schedule B - Personal Property
8. Schedule C - Property Claimed as Exempt (Individual Cases Only)
9. Schedule D - Creditors Holding Secured Claims
10. Schedule E - Creditors Holding Unsecured Priority Claims
11. Schedule F - Creditors Holding Unsecured Nonpriority Claims
12. Schedule G - Executory Contracts and Unexpired Leases
13. Schedule H - Codebtors
14. Schedule I - Current Income of Individual Debtor (Individual Cases Only)
15. Schedule J - Current Expenditures of Individual Debtor (Individual Cases Only)
16. Unsworn Declaration Concerning Debtor's Schedules
17. Statement of Financial Affairs and Declaration
18. List of Equity Security Holders (Non-Individual Cases Only)
- *19. List of Creditors (if schedules not filed with petition)

Additional Requirements (Filed separately)

1. Official Bankruptcy Form “**Disclosure of Compensation of Attorney for Debtor**” (if debtor is assisted by petit
- *2. Official Bankruptcy Form “**Disclosure of Compensation of Bankruptcy Petition Preparer**” (if debtor is assisted by a petition preparer).
- *3. Creditor Matrix filed in accordance with the “**Clerk’s Instructions for Preparing, Submitting and Obtaining Service Matrices**”(CI-3).
4. Plan and Disclosure Statement. Note: See Clerk’s Instructions for Chapter 11 cases for the forms available.
5. Pursuant to Local Rule 2081-1(A), chapter 11 debtors, except individual debtors not engaged in business, are required to file within 15 days after filing the petition, a certified report containing financial information regarding payroll and sales taxes using Local Form “**Debtor’s Notice of Filing Payroll and Sales Tax Reports**”. Only the original (with certificate of service included) need be filed with the court.
- *6. Corporate Ownership Statement (as required by Bankruptcy Rule 1007(a)(1) and Local Rule 1002-1(A)(2)). Please note Local Rule 1002-1(A)(2) definition of parties falling under the classification of “corporation” required to file this statement.
- *7. Official Bankruptcy Form “Statement of Social-Security Number(s) (or other Individual Taxpayer-Identification Number(s) (ITIN(S))” (required for all individual debtors). This document will not be placed in the public records.

8. Local Form "Declaration Regarding Payment Advices" with attached copies of all payment advices or other evidence of payment received within 60 days before the date of the filing of the petition as required by 11 U.S.C. §521(a)(1)(b)(iv). If copies are not attached, file the "Declaration and indicate the reason(s).(required for all individual debtors).
9. Official Bankruptcy Form 22(B)(Chapter 11) "Statement of Current Monthly Income for Use in Chapter 11)". (individual debtors)
- *10. If debtor was assisted by a bankruptcy petition preparer, Official Form 19 "Declaration and Signature of Non Attorney Bankruptcy Petition Preparer" containing the required "Notice to Debtor by Non-Attorney Bankruptcy Petition Preparer" (11 U.S.C. §110).
- *11. For petitions filed using CM/ECF, the Local Form "Declaration Under Penalty of Perjury to Accompany Petitions, Schedules, and Statements Filed Electronically".
- *12. If debtor is a small business, as required by 11 U.S.C. §1116(1), debtors' most recent balance sheet, statement of operations, cash-flow statement, and Federal income tax return; or a statement made under penalty of perjury that no balance sheet, statement of operations, or cash-flow statement has been prepared and no Federal tax return has been filed. The tax return will be docketed as a non public "restricted" documents and requests for copies must comply with Local Rule 5005-1(A)(2)(c).
13. If debtor is an individual, as required under Local Rules 3022-1(B) and 4004-3(A)(9), the Local Form "Debtor's Statement Re: 11 U.S.C. §522(q)(1) Applicability, Payment of Domestic Support Obligations, Applicability of Financial Management Course and Notice of Deadline to Object" must be filed and served before the court may consider entry of the discharge.
14. Local Form "Chapter 11 Case Management Summary" as required under Local Rule 2081-1(B) must be filed within the earlier of three business days after relief is entered or one business day prior to the date of the first scheduled hearing. This summary must be served on all parties of record.
15. If applicable, Official Bankruptcy Form B26 if required under Bankruptcy Rule 2015.3.