

CHAPTER 12 (Attorney Needed for Non-Individual Cases)

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.]

**Original and, if desired, 1 copy for return to filer
Filing Fee: \$246.00**

*1. Voluntary Petition

Additional Requirements for Petitions:

- A. Individual debtors must obtain credit counseling before filing the petition, unless an exception applies. (See clerk's "Stop" notice attached to these instructions.)
- B. Debtors filing without attorney representation (pro se) must provide current photocopies of debtors' official government photo identification at the time of filing the petition. See the clerk's public notice "New Photo Identification Requirement for Debtors Filing a Petition Without Attorney Representation Effective August 1, 2011" attached to these instructions.]
- C. 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 14 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.
- D. 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].

*minimum initial filing requirements

2. Summary of Schedules
3. Schedule A - Real Property
4. Schedule B - Personal Property
5. Schedule C - Property Claimed as Exempt (Individual Cases Only)
6. Schedule D - Creditors Holding Secured Claims
7. Schedule E - Creditors Holding Unsecured Priority Claims
8. Schedule F - Creditors Holding Unsecured Nonpriority Claims
9. Schedule G - Executory Contracts and Unexpired Leases
10. Schedule H - Codebtors
11. Schedule I - Current Income of Individual Debtor (Individual Cases Only)
12. Schedule J - Current Expenditures of Individual Debtor (Individual Cases Only)
13. Unsworn Declaration Concerning Debtor's Schedules
14. Statement of Financial Affairs and unsworn declaration
- *15. List of Creditors (if schedules are not filed with the petition)

Additional Requirements (Filed separately)

1. Official Bankruptcy Form "Disclosure of Compensation of Attorney for Debtor" (if debtor is represented by an attorney).
- *2. Official Bankruptcy Form Disclosure of Compensation of Bankruptcy Petition Preparer (if debtor is assisted by a petition preparer).
- *3. 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.
- *4. 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.
- *5. Creditor Matrix filed in accordance with the "Clerk's Instructions for Preparing, Submitting and Obtaining Service Matrices" (CI-3).
6. 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).
- *7. 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).

*minimum initial filing requirements

- *8. For petitions filed using CM/ECF, the Local Form "Declaration Under Penalty of Perjury to Accompany Petitions, Schedules, and Statements Filed Electronically".
9. If debtor is an individual, as required under Local Rules 2082-1(B) and 4004-3(A)(9), the Local Form "Notice of Deadline to Object to Debtor's Statements Re: 11 U.S.C. §522(q)(1) Applicability, Payment of Domestic Support Obligations and [For Chapter 11 Cases Only] Applicability of Financial Management Course and Statement Regarding Eligibility to Receive a Discharge" must be filed and served before the court may consider entry of the discharge.