

CHAPTER 13

Note to Chapter 13 Debtors - You must start making plan payments to the chapter 13 trustee 30 days after you file your petition. [See Local Rule 3070-1(A)(1).] The local form “Rights and Responsibilities Agreement” must be entered into by the attorney and debtor but is not filed with the court (see Chapter 13 Guidelines for Compensation for Chapter 13 Attorneys). You must provide the trustee with a copy of your Federal income tax return as required under 11 U.S.C. §521(e) or your case may be dismissed. Do not file the return with the court unless directed by the court. See “Chapter 13 Suggestions” posted on the court website and the chapter 13 trustees’ websites.

Original and, if desired 1 copy for return to filer
Filing Fee: \$274.00

*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. Summary of Schedules
3. Statistical Summary of Certain Liabilities and Related Data (28 U.S.C. §159)
4. Schedule A - Real Property
5. Schedule B - Personal Property
6. Schedule C - Property Claimed as Exempt
7. Schedule D - Creditors Holding Secured Claims
8. Schedule E - Creditors Holding Unsecured Priority Claims
9. Schedule F - Creditors Holding Unsecured Nonpriority Claims

10. Schedule G - Executory Contracts and Unexpired Leases
11. Schedule H - Codebtors
12. Schedule I - Current Income of Individual Debtor
13. Schedule J - Current Expenditures of Individual Debtor
14. Unsworn Declaration Concerning Debtor's Schedules
15. Statement of Financial Affairs and declaration
- *16. 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. Creditor Matrix filed in accordance with the “**Clerk’s Instructions for Preparing, Submitting and Obtaining Service Matrices**” (CI-3).
4. Local Form Chapter 13 Plan
[See also Local Rule 3070-1(A)(1) for deadline for debtor to commence payments to the chapter 13 trustee.]
- *5. Official Bankruptcy Form “Statement of Social-Security Number(s) (or other Individual Taxpayer-Identification Number(s) (ITIN(S)))”. This document will not be placed in the public records.
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. Official Bankruptcy Form 22(C) (Chapter 13) "Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income".
- *8. For petitions filed using CM/ECF, the Local Form "Declaration Under Penalty of Perjury to Accompany Petitions, Schedules, and Statements Filed Electronically".
9. Before the discharge can be entered, the individual debtor must file the Official Bankruptcy Form “Debtor’s Certification of Completion of Postpetition Instructional Course Concerning Personal Financial Management”. This course must be taken **AFTER** the petition is filed. The debtor must also file the Local Form “Debtor’s Certificate of Compliance, Motion for Issuance of Discharge and Notice of Deadline to Object” as required by Local Rule 4004-3(A)(8).