

# Required Lists, Schedules, Statements, and Documents

Due WITH the petition (minimum filing requirements):	Ch. 7	Ch. 11	Ch. 12	Ch. 13
• Filing fee: Chapter 7: \$ 299; Chapter 11: \$1039; Chapter 13: \$ 274; Chapter 12: \$ 239	x	x	x	x
• Voluntary petition (Official Form 1)	x	x	x	x
• Exhibit D (Official Form 1, Exhibit D)	i	i	i	x
• Certificate of credit counseling; or certification/request re: exigent circumstances under § 109(h)(3); or motion for exemption from credit counseling under § 109(h)(4)	i	i	i	x
• Mailing matrix	x	x	x	x
• Statement of social security number (Official Form 21)	i	i	i	x
• Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" as defined in § 110	x	x	x	x
• List of 20 largest unsecured creditors		x		
Due with the petition or within 14 days:	Ch. 7	Ch. 11	Ch. 12	Ch. 13
• Certificate of Credit Counseling (If #2 on exhibit D was checked stating that debtor has received counseling but did not receive the certificate yet, then due within 14 days)	i	i	i	x
• Copies of all payment advises or other evidence of payment received by the debtor from <u>any employer</u> with 60 days before filing the petition.	i <b>316</b>	i	i	x <b>316</b>
• Schedules A-J/Summary (Schedule G and H are not included in the 316 deadline)	x <b>316</b>	x	x	x <b>316</b>
• Statement of financial affairs (Official Form 7)	x <b>316</b>	x	x	x <b>316</b>
• Notice to individual consumer debtor or signature on exhibit B - 342(b) notice	i <b>316</b>	i	i	x <b>316</b>
• Statement of current monthly income...(means test) (Official Form 22A, 22B or 22C)	i c <b>316</b>	i		x <b>316</b>
• Statement disclosing compensation paid or to be paid to the attorney for the debtor	x	x	x	x
• Names and addresses of equity security holders of debtor		x		
• Chapter 13 plan				x
Due 7 days before the first date set for the Section 341 meeting of creditors:	Ch. 7	Ch. 11	Ch. 12	Ch. 13
• Provide to the trustee, a copy of the Federal income tax return (or transcript of return) for the most recent tax year ending before filing.	x			x
Due within 30 days or by the date set for the Section 341 meeting of creditors, whichever is earlier:	Ch. 7	Ch. 11	Ch. 12	Ch. 13
• Statement of intention regarding secured property (Official Form 8)	i			
Due within 90 days:	Ch. 7	Ch. 11	Ch. 12	Ch. 13
• Chapter 12 Plan			x	
Due before the discharge is granted:	Ch. 7	Ch. 11	Ch. 12	Ch. 13
• Certificate of debtor education. In a chapter 7 case, must be filed within 45 days after the Section 341 meeting of creditors. In a chapter 13 case, 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 § 1328(b).	i			x

x = required for all debtors; i = required if individual debtor; c= individual debtor with primarily consumer debts;  
316 = 316 deadline applies and case **may** be dismissed if documents are not filed within 45 days