

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 15 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 15 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 316 | i | i | x 316 |
| • Schedules A-J/Summary (Schedule G and H are not included in the 316 deadline) | x 316 | x | x | x 316 |
| • Statement of financial affairs (Official Form 7) | x 316 | x | x | x 316 |
| • Notice to individual consumer debtor or signature on exhibit B - 342(b) notice | i 316 | i | i | x 316 |
| • Statement of current monthly income...(means test) (Official Form 22A, 22B or 22C) | i c 316 | i | | x 316 |
| • 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