

## Chapter 13 Filing

(Effective December 1, 2003)

**FILING FEE: \$194.00.** Clerk's office does not accept personal checks or credit cards from debtor(s). See Local Rule 1006(c).

**COPIES: Clerk's office will keep the original *only*.**

**PRIVACY RULES:** Rules and forms have been changed to allow the use of only the last four digits of the Social Security number in captions and forms filed in a case. It is the responsibility of the filer to redact the information no longer required by the FRBP and revised forms.

**VERIFIED STATEMENT OF DEBTOR(S)' SOCIAL SECURITY NUMBER:** Debtors will be required to submit (not file) with the Court, a verified statement of the debtor's full Social Security number (new Official form 21). This document will be maintained by the clerk, but it will not be a part of the official file and will not be a public record.

\*\*\*\*\***TOGETHER AND IN THIS ORDER**\*\*\*\*\* (Please **NO** staples or punched holes—clips allowed)

**VOLUNTARY PETITION PAGES:** Page 1 completed. Page 2 must be completed and contain the date, signature and OBA number of attorney. See Local Rule 9004(d). Exact signature(s) of debtor(s) on unsworn declaration, date of execution within 10 days of filing date. Check a box in Exhibit C section. If yes is checked, attach Form B1 (Exhibit C). If pro se, petition must contain daytime telephone number of debtor(s) or number where debtor(s) may be reached.

### SUMMARY OF SCHEDULES

#### SCHEDULES A, B, C, D, E, F, G, H, I, and J

**DECLARATION CONCERNING DEBTOR'S SCHEDULES:** Signature of debtor(s) and date of execution within 10 days of filing.

**STATEMENT OF FINANCIAL AFFAIRS:** Signature of debtor(s) and date of execution within 10 days of filing date.

**VERIFICATION AS TO OFFICIAL MAILING MATRIX:** Each submission of the mailing matrix, whether on diskette or CD, shall be accompanied by a Verification as to Matrix in the format outlined by the Clerk.

**STATEMENT OF ATTORNEY'S COMPENSATION:** Signed by attorney.

\*\*\*\*\***SUBMITTED SEPARATELY**\*\*\*\*\*

**PLAN:** When a plan is not submitted with the Petition at the time of filing, the Counsel for debtor(s) shall adhere to the following instructions: Counsel for debtor(s) should not mail the plan until he receives the Order of Confirmation Hearing from the Court. At that time, the Plan and Order shall immediately be served upon creditors and parties in interest. Counsel for debtor(s) shall file an Affidavit of Service at the time of mailing. When a Plan is submitted with the Petition, the Clerk's office will mail a copy of the Plan to all creditors. See Local Rule 3015.

**CREDITOR ON DISKETTE (MAILING MATRIX):** The official mailing matrix (creditor list) must be provided to the court in electronic format. The matrix in electronic format may be submitted on 3.5-inch "floppy" disk or CD ROM. The floppy or CD should be labeled with the name of the attorney, the debtor, and the date. **Each disk should contain the matrix for only one case.** The file shall be in the ASCII file format with an appropriate text extension (.txt). Instructions for preparing the matrix in proper electronic format are available from the Clerk and on the Court's website at [www.oknb.uscourts.gov](http://www.oknb.uscourts.gov). Disks will be returned via a disk exchange program.

**AMENDED SCHEDULES OR AMENDMENTS TO SCHEDULES:** Must be styled as a pleading or have a cover sheet with style and case number. The amendment must be signed by the debtor(s), contain an unsworn declaration under penalty of perjury and date of execution must be within 10 days of filing date. If filing amended/amendments to Schedule D, E, or F, a \$26.00 filing fee per schedule is required if filed separately. If amendments are combined into one single pleading (with a cover sheet stating the Schedules to be amended), then a single fee of \$26.00 is required. See Local Rule 1009(b).

**AMENDMENT TO MATRIX:** Must be accompanied by Verification signed by debtor(s). Amendments to the matrix shall be made as above but shall contain only names and addresses to be added to the list. If creditors are to be removed from the list, a pleading should be filed requesting that removal. A \$26.00 filing fee is required.

**NOTE:** Any petition, list, schedule, statement of financial affairs, or amendment to such documents, which is presented for filing more than 10 days after having been executed by the debtor, shall be accompanied by a statement, signed by the debtor(s), that no change in circumstances has occurred in the interim. See Local Rule 1008.

**IF YOU HAVE QUESTIONS, PLEASE CALL THE BANKRUPTCY CLERK'S OFFICE AT (918) 699-4000.**