

\* Required at case opening

## REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES Voluntary Chapter 11 Case

- \*Filing fee of \$1,717.** If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Official Form 103A and Fed.R.Bankr.P. 1006(b). Per Local Rule 1006-2(A), the Clerk' Office does not accept personal checks or credit cards from debtors.
- United States Trustee quarterly fee.** The debtor, or trustee if one is appointed, is required also to pay a fee to the United States trustee at the conclusion of each calendar quarter until the case is dismissed or converted to another chapter. The calculation of the amount to be paid is set out in 28 U.S.C. § 1930(a)(6)
- \*Voluntary Petition for Individuals Filing for Bankruptcy** (Official Form 101) or **Voluntary Petition for Non-Individuals Filing for Bankruptcy** (Official Form 201); **Names and addresses of all creditors** of the debtor. Must be filed WITH the petition. Fed.R.Bankr.P. 1007(a)(1). Official Form 201A required for non-individuals.
- Notice to Individual Debtor with Primarily Consumer Debts** under 11 U.S.C. § 342(b) (Director's Form 2010), if applicable. Required if the debtor is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the petition is filed. Certification that the notice has been given must be FILED with the petition or within 15 days. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 1112(e). Official Form 101 contains spaces for the certification.
- Bankruptcy Petition Preparer's Notice, Declaration, and Signature** (Official Form 119). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(b)(2).
- Statement About Your Social Security Numbers** (Official Form 121). Required if the debtor is an individual who is not represented by an attorney. Must be submitted WITH the petition. Fed.R.Bankr.P. 1007(f). See also Local Rule 1007-1(i) regarding electronic input of SSN by debtor's attorney.
- \*Credit Counseling Requirement** (Official Form 101); **Certificate of Credit Counseling and Debt Repayment Plan**, if applicable; **Section 109(h)(3) certification or § 109(h)(4) request**, if applicable. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed WITH the petition. Fed.R.Bankr.P. 1007(b)(3), (c).
- Statement Disclosing Compensation Paid or to be Paid to a "Bankruptcy Petition Preparer"** (Director's Form 2800). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(h)(2).
- Statement of Your Current Monthly Income** (Official Form 122B). Required if the debtor is an individual. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- \*For Individual Chapter 11 Cases: List of Creditors Who Have the 20 Largest Unsecured Claims Against You and Are Not Insiders** (Official Form 104) or **Chapter 11 or Chapter 9 Cases: List of Creditors Who Have the 20 Largest Unsecured Claims and Are Not Insiders** (Official Form 204). Must be filed WITH the petition. Fed.R.Bankr.P. 1007(d).
- Names and addresses of equity security holders of the debtor.** Must be filed with the petition or within 14 days, unless the court orders otherwise. Fed.R.Bankr.P. 1007(a)(3).
- Schedules of Assets and Liabilities** (Official Form 106 or 206). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b),(c).
- Schedules A/B, C, D, E/F, G, H, I and J and Declaration of Schedules** (Official Schedule and Declaration Form of 106 or 206). If the debtor is an individual, all Schedules are required. If the debtor is a non-individual, Schedules C, I and J are not required. Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P 1007(b)(c)
- Statement of Financial Affairs** (Official Form 107 or 207). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
- Statement Disclosing Compensation Paid or to be Paid to the Attorney** for the debtor (Director's Form 2030), if applicable. Required if the debtor is represented by an attorney. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).
- Certification About a Financial Management Course** (Official Form 423), if applicable. Required if the debtor is an individual and § 1141(d)(3) applies, unless the course provider has notified the court that the debtor has completed the course. Must be filed no later than the date of the last payment under the plan or the filing of a motion for a discharge under § 1141(d)(5)(B). 11 U.S.C. § 1141(d)(3) and Fed.R.Bankr.P. 1007(b)(7), (c).
- Statement concerning pending proceedings of the kind described in § 522(q)(1)**, if applicable. Required if the debtor is an individual and has claimed exemptions under state or local law as described in § 522(b)(3) in excess of \$155,675\*. Must be filed no later than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1141(d)(5)(B). 11 U.S.C. § 1141(d)(5)(C) and Fed.R.Bankr.P. 1007(b)(8), (c).
- If **Small Business**, must file Small Business Balance Sheet; Small Business Statement of Operations; Small Business Cash-Flow Statement. 11 USC § 1116

\* Amount subject to adjustment on 4/01/16, and every three years thereafter with respect to cases commenced on or after the date of adjustment.

### **Required Local Forms Voluntary Chapter 11**

- \*Verification as to Official Creditor List** (Local Form Revised 04/2015) Must be filed with the petition or within 2 days. LR 1007-1C(4)
- Payment Advices Certification** (Local Form 100-1F) Must be filed with the petition or within 14 days. 11 U.S.C. § 521(a)(1)(B)(iv), Fed.R.Bankr.P. 1007(b), (c) and LR 1007-1F. Required if the debtor is an individual. Separate form is needed for each debtor in a joint case and evidence of payment from any employer within 60 days before the filing of the petition must be attached.
- Pro Se Filing Disclosure** (Local Form 1007-1E) Must be filed with the petition or within 7 days. LR 1007-1E. Required for debtors filing without an attorney.
- Corporate Ownership Statement** (Local Form 7007.1-1) Must be filed concurrently with but separate from the petition . Required for corporate non-individuals

**CREDITORS IN ELECTRONIC FORMAT (MAILING LIST):** The official mailing list (creditor list) must be provided to the court in electronic format. The list may be entered through the Court's website at [www.oknb.uscourts.gov](http://www.oknb.uscourts.gov). Instructions for preparing the list 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)