

T.L.B.R. 1007-1 **INITIAL FILING REQUIREMENTS** (applies only to cases filed after October 16, 2005 and uses the Interim Bankruptcy Forms adopted by GPO 2005-6 and GPO 2006-4,¹ replaces those portions of L.B.R. 102(d) and (e) relating to documents required and the filing of copies, and is subject to General Procedure Order 2001-8 Section II. A.5 for all chapters).

****Please note that Second Amended GPO 2006-1 also requires the submission of a Cover Sheet for cases filed in paper. This form is contained in the Chapter 7 and Chapter 13 Voluntary Petition packets on the Forms page of the Court's website.***

- (a) Schedules, Statements and Other Documents Required. The following original documents should be submitted in this sequence to file a complete voluntary petition packet for relief under Chapters 7, 11, 12 and 13 (the forms are from the Interim Bankruptcy Forms and Transitional Local Bankruptcy Forms which can be located and obtained from www.cob.uscourts.gov):
- Voluntary petition – Official Form 1 (1/08)
 - Statement of Financial Affairs – Form 7 (12/07)
 - Summary of Schedules A–J – Official Form 6–Summary (12/07)
 - Schedules A, B, C, D, E, F, G, H, I, and J – Forms 6A, 6B, 6C, 6D, 6E, 6F, 6G, 6H, 6I AND 6J (12/07)
 - Declaration Concerning Debtor's Schedules – Official Form 6 – Declaration (12/07)
 - Notice to Debtor by Non-Attorney Bankruptcy Petition Preparer – Form 19 (12/07) (submitted only if debtor used the services of a bankruptcy petition preparer)
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- For each debtor, copies of all payment advices, paycheck stubs, or other evidence of all salary, commissions or income received within 60 days before the bankruptcy case was filed, copied on 8 ½ by 11 paper with the debtor's first and last name printed on top of each page (and bankruptcy case number, if a number has been assigned); or, if applicable, complete T.L.B.F. 1007-1 ("Statement Concerning Payment Advices Due") for each debtor.
 - Attorney Fee Disclosure Statement – L.B.F. 102.1
 - Verification of Creditors' Matrix – L.B. Misc. Form List
 - Creditors' Matrix (on a computer floppy disk) (see attachment to GPO-2001-7 at www.cob.uscourts.gov for instructions).
- (b) Additional Items due from Individual Debtors:
- Statistical Summary of Certain Liabilities – Official Form 6 – page 2 (12/07)
 - Exhibit D Individual Debtor's Statement of Compliance with Credit Counseling Requirement (12/08 Official Form 1 Exhibit D)

¹Due to the implementation of revised forms which were adopted by General Procedure Orders or through revised rules, this Rule has been updated with the new forms applicable to case initiation.

- Certificate of Credit Counseling or Motion/Certification for Extension or Waiver
 - Social Security Number Statement – Form 21 (Added by technical amendment on November 28, 2005.) * *Electronic filers submit this via Electronic Declarations in paper form, do not electronically submit this document.*
 - Chapter 7 Individual Debtors:
 - Statement of Current Monthly Income and Means Test Calculation – Official Form 22A (12/08) *(does not apply to debtors with primarily business debt)
 - Statement of Intention – Form B8 (12/08) (due fifteen days post-petition)
 - Chapter 11 Individual Debtors:
 - Statement of Current Monthly Income – Form B22B (1/08)
 - Chapter 13 Individual Debtors:
 - Statement of Current Monthly Income and Disposable Income Calculation – Official Form 22C (1/08)
 - Plan – T.L.B.F. 3015-1 (must be filed no later than fifteen days post-petition)
- (c) Additional Items due from Chapter 11 debtors:
- List of Twenty Largest Creditors – Form B4 (10/05)
 - List of Equity Interest Holders – Required by Fed.R.Bankr.P. 1007(a)(3)
- (d) The failure to timely file all documents required by 11 U.S.C. §§ 521 and 109, T.L.B.R. 1007-1, T.L.B.R. 3015-1 may result in the dismissal of your case under L.B.R. 505 and the United States Trustee’s Motion to Dismiss and/or under 11 U.S.C. §§ 707(a), 1112(b), 1208(c) or 1307(c), as applicable, without further notice, certification or hearing.

****Make certain to read form B-201 Notice to Individual Consumer Debtors and review the Voluntary Petition instruction pages on the Forms page of our website, before filing a Voluntary Petition to commence a bankruptcy case.***