

Requirements for a Complete Case

Documents that should be filed as part of the voluntary petition pdf, and the order they should appear in:

1. Voluntary Petition
2. Statement of Financial Affairs
3. Summary of Your Assets and Liabilities and Certain Statistical Information
4. Schedules
5. Declaration About an Individual Debtor's Schedules, or Declaration Under Penalty of Perjury for Non-Individual Debtors
6. Verification of Creditor Address Mailing Matrix
7. A record of any interest in an education individual retirement account or qualified state tuition program (If Applicable)
8. Form 2020 Statement of Military Service (If Applicable)

If the above documents are not filed at the time the new case is filed, they MUST be filed separately using the appropriate miscellaneous event. Therefore the filing of a deficient case is strongly discouraged.

The following documents may be filed as part of the voluntary petition pdf at the time the new case is filed. If not filed at the time the new case is filed, they MUST be filed separately using the appropriate miscellaneous event.

- Certificate of Budget and Credit Counseling Certificate
- Employee Income Record (Pay Advices) or Statement Concerning No Employee Income Record

Items that should NOT be included in the Voluntary petition PDF and are to be filed as a separate transaction:

1. Chapter 7 Statement of Your Current Monthly Income Form 122A-1/Statement of Exemption from Presumption of Abuse Form 122A-1Supp, and/or Chapter 7 Means Test Calculation, Official Form 122A-2 (Miscellaneous)
2. Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period, Form 122C-1 and Chapter 13 Calculation of Current Monthly Disposable Income Form 122C-2
3. Chapter 11 Statement of Your Current Monthly Income, Form 122B
4. Statement of Social Security Number (Miscellaneous)
5. Statement of Intent (Miscellaneous)
6. Disclosure of Compensation (Miscellaneous)
7. Application to Pay Filing Fee In Installments (Motions/Apps/Stips)
8. Application for Waiver of the Chapter 7 Filing Fee (Motions/Apps/Stips)
9. List of 20 Largest Unsecured Creditors (Miscellaneous) Chapter 11
10. Corporate Ownership Statement (Miscellaneous) Chapter 11
11. List of Equity Interest Holders (Miscellaneous) Chapter 11

12. Chapter 11 Small Business Balance Sheet (Miscellaneous)
13. Chapter 11 Small Business Cash Flow Statement (Miscellaneous)
14. Chapter 11 Small Business Statement of Operations (Miscellaneous)
15. Chapter 11 Statement of Monthly income (Miscellaneous)
16. Disclosure Regarding Receivers Bankruptcy Form 1007-7.1 (Miscellaneous) Chapter

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