

When submitting your documents to the Court:

Please do not staple or paper clip your documents. They will be scanned in by the Court.

Be sure to take the credit counseling course prior to filing your case. A list of agencies offering the course is located on our website, under the "Filing Without an Attorney" tab, then "Credit Counseling." This can be done over the phone or online.

Documents Required for an Individual Filing Chapter 13**Filing Fee (check one)**

- ☐ Payment made online at <https://www.cob.uscourts.gov/online-payments>
- ☐ Payment enclosed (cash, money order, cashier's check)
- ☐ Application for Installment Payments

List of Creditors (check one)

- ☐ List of Creditors uploaded at <https://www.cob.uscourts.gov/efile/sam/signup.aspx>
- ☐ List of Creditors enclosed on disc or drive

Documents (starred items required to open a new case)

- ☐ Voluntary Petition for Individuals Filing for Bankruptcy*
- ☐ Certificate of Credit Counseling*
- ☐ Statement of Financial Affairs
- ☐ Summary of Assets and Liabilities & Certain Statistical Info
- ☐ Schedules A/B, C, D, E/F, G, H, I and J
- ☐ Declaration About an Individual Debtor's Schedules
- ☐ Employee Income Records OR Statement Concerning No Employee Income Record
- ☐ L.B.F. 9036-1.1, Consent for Electronic Notice and Service
- ☐ Driver's License or other Government Issued ID of the filer
- ☐ Statement About Your Social Security Numbers*
- ☐ Chapter 13 Statement of Your Current Monthly Income
- ☐ Chapter 13 Calculation of Your Disposable Income
- ☐ Chapter 13 Plan