

**The Central Guide Supplement to LBR 1002-1(c)**

# **Checklists of Forms Required to File a Bankruptcy Case**

**Voluntary Cases – Chapters 7, 11, 12, and 13  
Involuntary Cases – Chapters 7 and 11 only**

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## 1.1 Case Commencement (Bankruptcy Petition) Documents

- (a) **General Requirements [LBR 1002-1]**. The following requirements must be met in order to file a voluntary petition and other case commencement documents with the court, either electronically or non-electronically, with the exception of chapter 9 and 15. **Minimum** requirements for filing a chapter 7, 11, 12 or 13 bankruptcy case, and a complete list of documents required to complete the filing and their corresponding deadlines, are detailed in sections 1.1(b) through 1.1(h).
- (1) **Deadline to File Required Documents**. Unless extended by court order, the balance of the documents required by the FRBP must be filed within 14 days of the petition date, except the Statement of Intention in a chapter 7 case, which must be filed not later than 30 days after the filing of the petition.
  - (2) **Debtor's Address**. If a petition is filed under 11 U.S.C. §§ 301, 302, 303, or 1504, the debtor's actual street address must be disclosed in addition to any post office box address.
  - (3) **Attorney Information**.
    - (A) **General**. A voluntary petition filed pursuant to 11 U.S.C. §§ 301 and 302 by an attorney on behalf of any party must contain the attorney's state bar identification number, telephone number, fax number, and e-mail address in the attorney name block.
    - (B) **Signature of Counsel**. The name of the attorney signing a petition must be printed clearly below the signature line.
  - (4) **Divisions - Place of Filing [LBR 1071-1]**.
    - (A) **Filing of Petition**. Unless otherwise ordered by the court, a petition commencing a case under the Bankruptcy Code must be filed in the "applicable division." The "applicable division" is determined by the location of the debtor's residence, principal offices, officers, and books and records, or where the majority of the debtor's assets are located based on a book value determination as set forth on the debtor's most current balance sheet. (Refer to *Appendix B* for the applicable division.)

(B) Filing of Documents Other Than Petition Case Commencement Documents. Documents other than a petition must be filed only in the divisional office of the clerk to which the relevant cases or proceeding has been assigned. However, the clerk may, by special waiver or upon order of the court, accept documents in any office of the clerk irrespective of the division.

(5) Petition Forms. Complete petition packages with instructions are available at no charge from the court's website, <[www.cacb.uscourts.gov](http://www.cacb.uscourts.gov)> ->Forms -> Petition Forms.

(A) Case Commencement Documents Filed Electronically. A paper copy of any case commencement document filed electronically is not required to be served on the judge or provided to the court.

**(b) Chapter 7 Individual (Bankruptcy Petition) Documents.**

**(1) At a minimum, documents (A, B, and C), MUST BE FILED, when applicable, or the bankruptcy filing will not be accepted.**

(A) Statement About Your Social Security Numbers -- If filing electronically, this document *must* be filed separately from the other documents in this package.

(B) Voluntary Petition for Individuals Filing for Bankruptcy (Official Form 101) -- this completed form must be signed by the debtor(s) after the debtor(s) has read the Notice Required by 11 U.S.C. § 342(b) for Individuals Filing Bankruptcy (Form 2010) that is available on the court's website.

(C) Master Mailing List of Creditors -- this is not a form; it is a list of creditors' names and addresses. Please see the *Requirements for Master Mailing List of Creditors* in section 1.3 .

(D) Initial Statement About an Eviction Judgment Against You (Official Form 101A) – this form must be filed with your voluntary petition IF you marked “Yes” to both questions in #11 on the Voluntary Petition for Individuals Filing for Bankruptcy (Official Form 101). As required by LBR 4001-1, the filer must attach to this Official Form 101A: 1) a check in the form of a certified cashier's check or money order payable to the lessor or landlord in the amount of any rent that would become due during the 30-day period after filing of the

bankruptcy petition; and 2) a copy of the judgment for possession (LBR 4001-1).

**The Following Documents Must be Filed with the Voluntary Petition or within 14 Days After Filing the Voluntary Petition**

The following documents, if applicable, **MUST** also be filed at the bankruptcy court with the Voluntary Petition, or within 14 days after the filing of the Voluntary Petition. If the following documents are not filed within 14 days after the filing of the Voluntary Petition, the bankruptcy case may be dismissed. If that happens, the debtor will lose whatever filing fees were paid, and the debtor's creditors will be able to resume collection activities.

- (E) Debt Repayment Plan – if the credit counseling agency provided the debtor with a debt repayment plan, the debt repayment plan must be filed.
- (F) Statement of Related Cases (LBR Form F1015-2.1.STMT.RELATED.CASES).
- (G) Summary of Your Assets and Liabilities and Certain Statistical Information (Official Form 106Sum).
- (H) Schedules A/B through J-2 -- If any of the applicable schedules do not apply, the debtor **MUST** print "NONE" on the form and file it with the other documents.

Schedule A/B: Property (Official Form 106A/B)

Schedule C: The Property You Claim as Exempt (Official Form 106C)

Schedule D: Creditors Who Have Claims Secured by Property (Official Form 106D)

Schedule E/F: Creditors Who Have Unsecured Claims (Official Form 106E/F)

Schedule G: Executory Contracts and Unexpired Leases (Official Form 106G)

Schedule H: Your Codebtors (Official Form 106H)

Schedule I: Your Income (Official Form 106I)

Schedule J: Your Expenses (Official Form 106J)

Schedule J-2: Expenses for Separate Household of Debtor 2 (Official Form 106J-2). You must file Official Form 106J-2 if you answered “yes” to both questions on Official Form 106J, Part 1.

- (I) Declaration About an Individual Debtor's Schedules (Official Form 106Dec).
- (J) Statement of Financial Affairs for Individuals Filing For Bankruptcy (Official Form 107).
- (K) Disclosure of Compensation of Bankruptcy Petition Preparer (Official Form 2800) -- this form must be filed if the debtor paid a non-attorney bankruptcy petition preparer to prepare any of the bankruptcy filing documents [11 U.S.C. § 110].
- (L) Bankruptcy Petition Preparer's Notice, Declaration and Signature (Official Form 119) -- this form must be filed if the debtor paid a non-attorney bankruptcy petition preparer to prepare any of the bankruptcy filing documents [11 U.S.C. § 110].
- (M) Disclosure of Compensation of Attorney for Debtor (Official Form 2030) -- this form is required when an attorney represents the debtor and/or prepared the bankruptcy filing documents. This form is not required if LBR form F 2090-1.CH7.ATTY.COMP.DISCLSR is filed.
- (N) Attorney's Disclosure of Compensation Arrangement in Individual Chapter 7 Case (LBR form F 2090-1.CH7.ATTY.COMP.DISCLSR) -- this form is filed if the debtor agreed to pay an attorney a specific amount for limited services.
- (O) Declaration by Debtor(s) as to Whether Income was Received From an Employer within 60 Days of the Petition Date [11 U.S.C. § 521(a)(1)(B)(iv)] (LBR form F 1002-1.EMP.INCOME.DEC). **If filing electronically, this document *must* be filed separately from the other documents in this package.**
- (P) Chapter 7 Statement of Your Current Monthly Income (Official Form 122A-1).

- (Q) Statement of Exemption from Presumption of Abuse Under § 707(b)(2) (Official Form 122A-1SUPP).
- (R) Chapter 7 Means Calculation (Official Form 122A-2).
- (S) Verification of Master Mailing List of Creditors [LBR 1007-1(a)] (LBR form F 1007-1.MASTER.MAILING.VERIFICATION).
- (T) Certificate of Credit Counseling - a certificate of credit counseling is issued by the credit counseling agency after the debtor has completed a credit counseling course. **This document *must* be filed separately from the other documents in this package.**

**The Following Document Must be Filed with the Voluntary Petition or within 30 Days After Filing the Voluntary Petition**

- (U) Statement of Intention for Individuals Filing Under Chapter 7 (Official Form 108) -- this form must be filed within 30 days from filing of the bankruptcy case or by the date set for the meeting of creditors [11 U.S.C. § 521(a)(2)(A)].
- (V) Statement About Payment of an Eviction Judgment Against You (Official Form 101B) – if you filed Official Form 101A (see E) - this form must be filed within 30 days after the filing of the Voluntary Petition if the Debtor(s) wishes to stay in their residence for more than 30 days after filing the Voluntary Petition.

**Optional Form with No Deadline for Filing**

- (W) Debtor's Request to Activate Electronic Noticing (DeBN) (local form F 9036-1.DeBN.ACTIVATE) -- this is an *optional* form for individual debtors to request orders and court-generated notices by email (at no cost) through the [DeBN](#) program, instead of by U.S. mail. **If filing electronically, this document *must* be filed separately from the other documents in this package.**

**(c) Chapter 7 Non-Individual (Bankruptcy Petition) Documents.**

- (1) At a minimum, documents (A and B), MUST BE FILED, when applicable, or the bankruptcy filing will not be accepted.
- (A) Voluntary Petition for Non-Individuals Filing for Bankruptcy (Official Form 201) -- this completed form must be signed by the authorized representative of the Debtor(s).
- (B) Master Mailing List of Creditors – this is not a form; it is a list of creditors’ names and addresses. Please see the *Requirements for Master Mailing List of Creditors* in section 1.3 .

**The Following Documents Must be Filed with the Voluntary Petition or within 14 days After Filing the Voluntary Petition**

The following documents, if applicable, **MUST** also be filed at the bankruptcy court with the Voluntary Petition, or within 14 days after the filing of the Voluntary Petition. If the following documents are not filed within 14 days after the filing of the Voluntary Petition, the bankruptcy case may be dismissed. If that happens, the debtor will lose whatever filing fees were paid, and the debtor’s creditors will be able to resume collection activities.

- (C) Corporate Resolution Authorizing Filing of the Petition – this is not a form and is required only if the debtor is a corporation.
- (D) Corporate Ownership Statement (LBR form F 1007-4.CORP.OWNERSHIP.STMT) – this is required only if the debtor is a corporation (other than a government unit) [LBR 1007-4].
- (E) Statement of Related Cases (LBR form F 1015-2.1.STMT.RELATED.CASES).
- (F) Summary of Assets and Liabilities for Non-Individuals (Official Form 206Sum).
- (G) Schedules A/B, D through H -- If any of the applicable schedules do not apply, the debtor MUST print “NONE” on the form and file it with the other documents).

Schedule A/B: Assets – Real and Personal Property (Official Form 206A/B)



Schedule D: Creditors Who Have Claims Secured by Property  
(Official Form 206D)

Schedule E/F: Creditors Who Have Unsecured Claims  
(Official Form 206E/F)

Schedule G: Executory Contracts and Unexpired Leases  
(Official Form 206G)

Schedule H: Your Codebtors (Official Form 206H)

- (H) Declaration Under Penalty of Perjury for Non-Individual Debtors (Official Form 202).
- (I) Statement of Financial Affairs for Non-Individuals Filing For Bankruptcy (Official Form 207).
- (J) Disclosure of Compensation of Attorney for Debtor (Official Form 2030) -- this form is required when an attorney represents the debtor and/or prepared the bankruptcy filing documents.
- (K) Verification of Master Mailing List of Creditors [LBR 1007-1(a)] (LBR form F 1007-1.MAILING.LIST.VERIFICATION).

**Optional Form with No Deadline for Filing**

- (L) Debtor's Request to Activate Electronic Noticing (DeBN) - local form F 9036-1.1.DeBN.ACTIVATE) – this is an *optional* form for the debtor's authorized representative to request orders and court-generated notices by email (at no cost), instead of by U.S. mail. **If filing electronically, this document *must* be filed separately from the other documents in this package.**

**(d) Chapter 11 Individual (Bankruptcy Petition) Documents.**

- (1) **At a minimum, documents (A, B, C, and D), MUST BE FILED, when applicable, or the bankruptcy filing will not be accepted.**
  - (A) Statement About Your Social Security Numbers (Official Form 121) -- **If filing electronically, this document *must* be filed separately from the other documents in this package.** See *Court Manual*, section 3.6(b).
  - (B) Voluntary Petition for Individuals Filing for Bankruptcy (Official Form 101) -- this completed form must be signed by the debtor(s) after the debtor(s) has read the Notice Required by

11 U.S.C §3421(b) for Individuals Filing Bankruptcy (Form 2010) that is available.

- (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).
- (D) Master Mailing List of Creditors -- this is not a form, it is a list of creditors' names and addresses. Please see the *Requirements for Master Mailing List of Creditors* in section 1.3 .
- (E) Initial Statement About an Eviction Judgment Against You (Official Form 101A -- **this form must be filed *with your voluntary petition* IF you marked "Yes" to both questions in #11 on the Voluntary Petition for Individuals Filing for Bankruptcy (Official Form 101)**). As required by LBR 4001-1, the filer must attach to this Official Form 101A: 1) a check in the form of a certified cashier's check or money order payable to the lessor or landlord in the amount of any rent that would become due during the 30-day period after filing of the bankruptcy petition; and 2) a copy of the judgment for possession (LBR 4001-1).

**The Following Documents Must be Filed with the Voluntary Petition or within 14 Days After Filing the Voluntary Petition**

**The following documents, if applicable, MUST also be filed at the bankruptcy court with the Voluntary Petition, or within 14 days after the filing of the Voluntary Petition. If the following documents are not filed within 14 days after the filing of the Voluntary Petition, the bankruptcy case may be dismissed. If that happens, the debtor will lose whatever filing fees were paid, and the debtor's creditors will be able to resume collection activities.**

- (F) Debt Repayment Plan – if the credit counseling agency provided the debtor with a debt repayment plan, the debt repayment plan must be filed.
- (G) Statement of Related Cases (LBR form F 1015-2 1.STMT.RELATED.CASES).
- (H) Summary of Your Assets and Liabilities and Certain Statistical Information (Official Form 106Sum).

- (I) Schedules A/B through J-2. If any of the applicable schedules do not apply, the debtor **MUST** print “NONE” on the form and file it with the other documents.

Schedule A/B: Property (Official Form 106A/B)

Schedule C: The Property You Claim as Exempt (Official Form 106C)

Schedule D: Creditors Who Have Claims Secured by Property (Official Form 106D)

Schedule E/F: Creditors Who Have Unsecured Claims (Official Form 106E/F)

Schedule G: Executory Contracts and Unexpired Leases (Official Form 106G)

Schedule H: Your Codebtors (Official Form 106H)

Schedule I: Your Income (Official Form 106I)

Schedule J: Your Expenses (Official Form 106J)

Schedule J-2: Expenses for Separate Household of Debtor 2 (Official Form 106J-2) - You must file Official Form 106J-2 if you answered “yes” to both questions on Official Form 106J, Part 1.

- (J) Declaration About an Individual Debtor's Schedules (Official Form 106Dec).

- (K) Statement of Financial Affairs for Individuals Filing For Bankruptcy (Official Form 107).

- (L) Disclosure of Compensation of Bankruptcy Petition Preparer (Official Form 2800) – this form must be filed if the debtor paid a non-attorney bankruptcy petition preparer to prepare any of the documents listed in this Petition Package [11 U.S.C. § 110].

- (M) Bankruptcy Petition Preparer's Notice, Declaration and Signature (Official Form 119) -- this form must be filed if the debtor paid a non-attorney bankruptcy petition preparer to prepare any of the bankruptcy case filing documents [11 U.S.C. § 110].

- (N) Disclosure of Compensation of Attorney for Debtor (Official Form 2030) -- this form is required when an attorney represents the debtor and/or prepared the bankruptcy filing documents.
- (O) Declaration by Debtor(s) as to Whether Income was Received From an Employer within 60 Days of the Petition Date [11 U.S.C. § 521(a)(1)(B)(iv)] (LBR form F 1002-1.EMP.INCOME.DEC). **If filing electronically, this document *must* be filed separately from the other documents in this package.**
- (P) Chapter 11 Statement of Your Current Monthly Income (Official Form 122B). Required unless the case is filed under subchapter V.
- (Q) Verification of Master Mailing List of Creditors [LBR 1007-1(a)](LBRform F 1007-1.1.MASTER.MAILING.VERIFICATION).
- (R) Certificate of Credit Counseling -- a certificate of credit counseling is issued by the credit counseling agency after the debtor(s) has completed a credit counseling course. **This document *must* be filed separately from the other documents in this package.**

**The Following Document Must be Filed with the Voluntary Petition or within 30 Days After Filing the Voluntary Petition**

- (S) Statement About Payment of an Eviction Judgment Against You (Official Form 101B) – if you filed Official Form 101A (see F) -- this form must be filed within 30 days after the filing of the Voluntary Petition if the Debtor(s) wishes to stay in their residence for more than 30 days after filing the Voluntary Petition.

**Optional Form with No Deadline for Filing**

- (T) Debtor's Request to Activate Electronic Noticing (DeBN) (local form F 9036-1.1.DeBN.ACTIVATE -- this is an *optional* form for individual debtors to request orders and court-generated notices by email (at no cost) through the [DeBN](#) program, instead of by U.S. mail. **If filing electronically, this document *must* be filed separately from the other documents in this package.**

(e) **Chapter 11 Non-Individual (Bankruptcy Petition) Documents.**

- (1) **At a minimum, documents (A, B, C, and D), MUST BE FILED, when applicable, or the bankruptcy filing will not be accepted.**
- (A) Voluntary Petition for Non-Individuals Filing for Bankruptcy (Official Form 201) – this completed form must be signed by the authorized signer for the Debtor.
  - (B) Chapter 11 or Chapter 9 Cases: List of Creditors Who Have the 20 Largest Unsecured Claims and Are Not Insiders (Official Form 204).
  - (C) Attachment to Voluntary Petition for Non-Individuals Filing for Bankruptcy Under Chapter 11 (Official Form 201A) – this form is filed only by debtors who are required to file periodic reports with the Securities and Exchange Commission (e.g., Forms 10K and 10Q).
  - (D) Master Mailing List of Creditors – this is not a form, it is a list of creditors' names and addresses. Please see the *Requirements for Master Mailing List of Creditors* on page 2-29.

**The Following Documents Must be Filed with the Voluntary Petition or within 14 days After Filing the Voluntary Petition**

The following documents, if applicable, **MUST** also be filed at the bankruptcy court with the Voluntary Petition, or within 14 days after the filing of the Voluntary Petition. If the following documents are not filed within 14 days after the filing of the Voluntary Petition, the bankruptcy case may be dismissed. If that happens, the debtor will lose whatever filing fees were paid, and the debtor's creditors will be able to resume collection activities.

- (E) Corporate Resolution Authorizing Filing of the Petition – this is not a form and is required only if the debtor is a corporation.
- (F) Corporate Ownership Statement (LBR form F 1007-4.CORP.OWNERSHIP.STMT) – this is an optional form for the statement that is required under LBR 1007-4 if the debtor is a corporation (other than a government unit).
- (G) List of Equity Security Holders – required for corporations or partnerships if not included on the Master Mailing List of

Creditors. The List of Equity Security Holders must be in the same format as specified in the *Requirements for Master Mailing List of Creditors* on page 2-29.

- (H) Statement of Related Cases (LBR form F 1015-2.1.STMT.RELATED.CASES).
- (I) Summary of Assets and Liabilities for Non-Individuals Schedules (Official Form 206Sum).
- (J) Schedules A/B, D through H. (Official Forms 206A/B, 206D, 206E/F, 206G, 206H). If any of the applicable schedules do not apply, the debtor **MUST** print “NONE” on the form and file it with the other documents.

Schedule A/B: Assets – Real and Personal Property (Official Form 206A/B)

Schedule D: Creditors Who Have Claims Secured by Property (Official Form 206D)

Schedule E/F: Creditors Who Have Unsecured Claims (Official Form 206E/F)

Schedule G: Executory Contracts and Unexpired Leases (Official Form 206G)

Schedules H: Your Codebtors (Official Form 206H)

- (K) Declaration Under Penalty of Perjury for Non-Individual Debtors (Official Form 202).
- (L) Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy (Official Form 207).
- (M) Disclosure of Compensation of Attorney for Debtor (Official Form 2030) – this form is required when an attorney represents the debtor or prepared the bankruptcy filing documents.
- (N) Verification of Master Mailing List of Creditors [LBR 1007-1(a)] (LBR form F 1007-.1.MAILING.LIST.VERIFICATION).

## **Optional Form with No Deadline for Filing**

- (O) Debtor's Request to Activate Electronic Noticing (DeBN) (local form F 9036-1.1.DeBN.ACTIVATE – this is an *optional* form for the debtor's authorized representative to request orders and court-generated notices by email (at no cost), instead of by U.S. mail. **If filing electronically, this document *must* be filed separately from the other documents in this package.**

### **(f) Chapter 12 Individual (Bankruptcy Petition) Documents.**

- (1) **At a minimum, documents (A, B, and C) MUST BE FILED, when applicable, or the bankruptcy filing will not be accepted.**
  - (A) Statement About Your Social Security Numbers (or Other Individual Taxpayer- Identification Number (ITIN(s))) (Official Form 121). -- **If filing electronically, this document *must* be filed separately from the other documents in this package.** See *Court Manual*, section 3.6(b).
  - (B) Voluntary Petition (Official Form 101) -- this completed form must be signed by the debtor(s) after the debtor(s) has read the Notice Required by 11 U.S.C. § 341(b) for Individuals Filing Bankruptcy (Form 2010) that is available.
  - (C) Master Mailing List of Creditors -- this is not a form; it is a list of creditors' names and addresses. Please see the *Requirements for Master Mailing List of Creditors* in section 1.3.

### **The Following Documents Must be Filed with the Voluntary Petition or within 14 Days After Filing the Voluntary Petition**

The following documents, if applicable, **MUST** also be filed at the bankruptcy court with the Voluntary Petition, or within 14 days after the filing of the Voluntary Petition. If the following documents are not filed within 14 days after the filing of the Voluntary Petition, the bankruptcy case may be dismissed. If that happens, the debtor will lose whatever filing fees were paid, and the debtor's creditors will be able to resume collection activities.

- (D) Debt Repayment Plan -- if the credit counseling agency provided the debtor with a debt repayment plan, the debt repayment plan must be filed.

- (E) Statement of Related Cases (LBR form F 1015-2.1.STMT.RELATED.CASES).
- (F) Summary of Your Assets and Liabilities and Certain Statistical Information (Official Form 106Sum).
- (G) Schedules A/B through J-2 -- If any of the schedules do not apply, the debtor **MUST** print "NONE" on the form and file it with the other documents.

Schedule A/B: Property (Official Form 106A/B)

Schedule C: The Property You Claim as Exempt (Official Form 106C)

Schedule D: Creditors Who Have Claims Secured by Property (Official Form 106D)

Schedule E/F: Creditors Who Have Unsecured Claims (Official Form 106E/F)

Schedule G: Executory Contracts and Unexpired Leases (Official Form 106G)

Schedule H: Your Codebtors (Official Form 106H)

Schedule I: Your Income (Official Form 106I)

Schedule J: Your Expenses (Official Form 106J)

Schedule J-2: Expenses for Separate Household of Debtor 2 (Official Form 106J-2). You must file Official Form 106J-2 if you answered "yes" to both questions on Official Form 106J, Part 1.

- (H) Declaration About an Individual Debtor's Schedules (Official Form 106Dec).
- (I) Statement of Financial Affairs for Individuals Filing for Bankruptcy (Official Form 107).
- (J) Disclosure of Compensation of Bankruptcy Petition Preparer (Official Form 2800) – this form must be filed if the debtor paid a non-attorney bankruptcy petition preparer to prepare any of the documents listed in this Petition Package [11 U.S.C. § 110].



- (K) Bankruptcy Petition Preparer's Notice, Declaration and Signature (Official Form 119) -- this form must be filed only if the debtor paid a non-attorney bankruptcy petition preparer to prepare any of the bankruptcy filing documents. [11 U.S.C. § 110].
- (L) Disclosure of Compensation of Attorney for Debtor (Official Form 2030) -- this form is required only when an attorney represents the debtor and/or prepared the bankruptcy filing documents.
- (M) Declaration by Debtor(s) as to Whether Income was Received From an Employer within 60 Days of the Petition Date [11 U.S.C. § 521(a)(1)(B)(iv)] (LBR form F 1002-1.EMP.INCOME.DEC). **If filing electronically, this document *must* be filed separately from the other documents in this package.**
- (N) Verification of Master Mailing List of Creditors [LBR 1007-1(a)] (LBR form F1007-1.MASTER.MAILING.VERIFICATION).

Certificate of Credit Counseling – a certificate of credit counseling is issued by the credit counseling agency after the debtor(s) has completed a credit counseling course. **This document *must* be filed separately from the other documents in this package.**

- (O) Chapter 12 Plan -- **Must be filed within 90 days from the date the bankruptcy petition is filed.** [11 U.S.C. § 1222].

#### **Optional Form with No Deadline for Filing**

- (P) Debtor's Request to Activate Electronic Noticing (DeBN) (local form F 9036-1.1.DeBN.ACTIVATE) – this is an *optional* form for individual debtors to request orders and court-generated notices by email (at no cost) instead of by U.S. mail. **If filing electronically, this document *must* be filed separately from the other documents in this package.**

**(g) Chapter 12 Non-Individual (Bankruptcy Petition) Documents.**

**(1) At a minimum, documents (A and B) MUST BE FILED, when applicable, or the bankruptcy filing will not be accepted.**

- (A) Voluntary Petition for Non-Individuals Filing for Bankruptcy (Official Form 201) -- this completed form must be signed by the authorized signer for the Debtor.
- (B) Master Mailing List of Creditors -- this is not a form; it is a list of creditors' names and addresses. Please see the *Requirements for Master Mailing List of Creditors* on page 2-29.

**The Following Documents Must be Filed with the Voluntary Petition or within 14 Days After Filing the Voluntary Petition**

**The following documents, if applicable, MUST also be filed at the bankruptcy court with the Voluntary Petition or within 14 days after the filing of the Voluntary Petition. If the following documents are not filed within 14 days after the filing of the Voluntary Petition, the bankruptcy case may be dismissed. If that happens, the debtor will lose whatever filing fees were paid, and the debtor's creditors will be able to resume collection activities.**

- (C) Corporate Resolution Authorizing Filing of the Petition – this is not a form and is required only if the debtor is a corporation.
- (D) Corporate Ownership Statement (LBR form F 1007-4.CORP.OWNERSHIP.STMT) – this is an optional form for the statement that is required under LBR 1007-4 if the debtor is a corporation (other than a governmental unit).
- (E) List of Equity Security Holders – required for corporations or partnerships if not included on the Master Mailing List of Creditors. The list of Equity Security Holders must be in the same format as specified in the Requirements for Master Mailing List of Creditors in section 1.3.
- (F) Statement of Related Cases (LBR form F 1015-2.1.STMT.RELATED.CASES).
- (G) Summary of Assets and Liabilities for Non-Individuals Schedules Official Form 206Sum).
- (H) Schedules A/B, D through H.

Schedule A/B: Assets - Real and Personal Property (Official Form 206A/B)

Schedule D: Creditors Who Have Claims Secured by Property (Official Form 206D)

Schedule E/F: Creditors Who Have Unsecured Claims (Official Form 206E/F)

Schedule G: Executory Contracts and Unexpired Leases (Official Form 206G)

Schedules H: Your Codebtors (Official Form 206H)

- (I) Declaration Under Penalty of Perjury for Non-Individuals Filing for Bankruptcy (Official Form 202).
- (J) Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy (Official Form 207).
- (K) Disclosure of Compensation of Attorney for Debtor (Official Form 2030) -- this form is required when an attorney represents the debtor and/or prepared the bankruptcy filing documents.
- (L) Verification of Master Mailing List of Creditors [LBR 1007-1(a)] (LBR form F 1007-1.1.MASTER.MAILING.VERIFICATION).
- (M) Chapter 12 Plan -- **Must be filed within 90 days from the date the bankruptcy petition is filed.** [11 U.S.C. § 1222].**

#### **Optional Form with No Deadline for Filing**

- (N) Debtor's Request to Activate Electronic Noticing (DeBN) (local form F 9036-1.1.DeBN.ACTIVATE) – this is an *optional* form for the debtors authorized representative to request orders and court-generated notices by email (at no cost) instead of by U.S. mail. **If filing electronically, this document *must* be filed separately from the other documents in this package.**

**(h) Chapter 13 (Bankruptcy Petition) Documents.**

- (1) **At a minimum, documents (A, B and C) MUST BE FILED, when applicable, or the bankruptcy filing will not be accepted**
- (A) Statement About Your Social Security Numbers (Official Form 121). -- **If filing electronically, this document *must* be filed separately from the other documents in this package.** .
  - (B) Voluntary Petition for Individuals Filings for Bankruptcy (Official Form 101) -- this completed form must be signed by the debtor(s).
  - (C) Master Mailing List of Creditors -- this is not a form; it is a list of creditors' names and addresses. Please see the *Requirements for Master Mailing List of Creditors* on page 2-29.
  - (D) Initial Statement About an Eviction Judgment Against You (Official Form 101A) – this form must be filed with your voluntary petition IF you marked “Yes” to both questions in #11 on the Voluntary Petition for Individuals Filing for Bankruptcy (Official Form 101). As required by LBR 4001-1, the filer must attach to this Official Form 101A 1) a check in the form of a certified cashier’s check or money order payable to the lessor or landlord in the amount of any rent that would become due during the 30-day period after filing of the bankruptcy petition; and 2) a copy of the judgment for possession (LBR 4001-1).

**The Following Documents Must be Filed with the Voluntary Petition or within 14 Days After Filing the Voluntary Petition**

**The following documents, if applicable, MUST also be filed at the bankruptcy court with the Voluntary Petition, or within 14 days after the filing of the Voluntary Petition. If the following documents are not filed within 14 days after the filing of the Voluntary Petition, the bankruptcy case may be dismissed. If that happens, the debtor will lose whatever filing fees were paid, and the debtor’s creditors will be able to resume collection activities.**

- (E) Debt Repayment Plan -- if the credit counseling agency provided the debtor with a debt repayment plan, the debt repayment plan must be filed.

- (F) Statement of Related Cases (LBR Form F 1015-2.1.STMT.RELATED.CASES).
- (G) Summary of Your Assets and Liabilities and Certain Statistical Information (Official Form 106Sum).
- (H) Schedules A/B through J-2 If any of the schedules do not apply, the debtor **MUST** print "NONE" on the form and file it with the other documents.

Schedule A/B: Property (Official Form 106A/B)

Schedule C: The Property You Claim as Exempt (Official Form 106C)

Schedule D: Creditors Who Have Claims Secured by Property (Official Form 106D)

Schedule E/F: Creditors Who Have unsecured (Official Form 106E/F)

Schedule G: Executory Contracts and Unexpired Leases (Official Form 106G)

Schedule H: Your Codebtors (Official Form 106H)

Schedule I: Your Income (Official Form 106I)

Schedule J: Your Expenses (Official Form 106J)

Schedules J-2: Expenses for Separate Household of Debtor 2 (Official Form 106J-2). You must file Official Form 106J-2 if you answered "yes" to both questions on Official Form 106J, Part 1.

- (I) Declaration About an Individual Debtor's Schedules (Official Form 106Dec).
- (J) Statement of Financial Affairs for Individuals Filing for Bankruptcy (Official Form 107).
- (K) Disclosure of Compensation of Bankruptcy Petition Preparer (Official Form 2800) -- this form must be filed only if the debtor paid a non-attorney bankruptcy petition preparer to prepare any of the documents listed in this Petition Package [11 U.S.C. § 110].

- (L) Bankruptcy Petition Preparer's Notice, Declaration and Signature (Official Form 119) -- this form must be filed only if the debtor paid a non-attorney bankruptcy petition preparer to prepare any of the bankruptcy case filing documents [11 U.S.C. § 110].
- (M) Disclosure of Compensation of Attorney for Debtor (Official Form 2030) -- this form is required only when an attorney represents the debtor and/or prepared the bankruptcy filing documents.
- (N) Declaration by Debtor(s) as to Whether Income was Received From an Employer within 60 Days of the Petition Date [11 U.S.C. §521(a)(1)(B)(iv)] (F 1002-1.EMP.INCOME.DEC). **If filing electronically, this document *must* be filed separately from the other documents in this package.**
- (O) Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period (Official Form 122C-1).
- (P) Chapter 13 Statement of Your Disposable Income (Official Form 122C-2).
- (Q) Verification of Master Mailing List of Creditors [LBR 1007-1(a)] (LBR form F 1007-1.MASTER.MAILING.VERIFICATION).
- (R) Certificate of Credit Counseling – a certificate of credit counseling is issued by the credit counseling agency after the debtor has completed a credit counseling course. **If filing electronically, this document *must* be filed separately from the other documents in this package.**
- (S) Chapter 13 Plan (LBR form F 3015-1.01.CHAPTER13.PLAN) **If filing electronically, this document must be filed separately from the other documents in this package.**

**The Following Documents Must be Filed with the Voluntary Petition or within 30 Days After Filing the Voluntary Petition**

- (T) Statement About Payment of an Eviction Judgment Against You (Official Form 101B) – if you filed Official Form 101A (see D) - this form must be filed within 30 days after the filing of the Voluntary Petition if the debtor wishes to stay in their residence for more than 30 days after filing the Voluntary Petition.

## **Optional Form with No Deadline for Filing**

(U) Debtor's Request to Activate Electronic Noticing (DeBN) (local form F 9036-1.1.DeBN.ACTIVATE) – this is an optional form for individual debtors to request orders and court-generated notices by email (at no cost) through the DeBN program, instead of by U.S. mail. If filing electronically, this document must be filed separately from the other documents in this package.

### **(i) Involuntary Bankruptcy Case [11 U.S.C. §303].**

- (1) Involuntary Petitions must be filed at the Intake window of the applicable division unless you are an attorney with an ECF account. Account holders may click [here](#) for electronic filing instructions.
- (2) Document required to file an involuntary bankruptcy case:
  - (A) Involuntary Petition Against an Individual (Official Form 105) for individual debtors, or
  - (B) Involuntary Petition Against a Non-Individual (Official Form 205) for non-individual debtors.

## **1.2 Incomplete Case Commencement Filings**

(a) **Deficient Filings.** Filing of a petition or other document is considered deficient if the document:

- (1) Does not comply with either the *FRBP* or the *LBRs*.
- (2) Is submitted with insufficient funds or paid in a method not accepted by the court. (*See Fee Acceptance Policy*, section 1.4(b).)

(b) **Emergency Filings.**

- (1) Emergency case commencement or other filings, before and after regular business hours, are handled by Clerk's Office staff on a case-by-case basis. Some examples of what the Clerk's Office considers to be legitimate requests for emergency filings include:
  1. Petitioner is involved in a pending sale or foreclosure;
  2. Unlawful detainer order;
  3. Wage garnishment;

4. Expedited hearings on shortened notice (e.g., Ex Parte Motion); and
  5. Unusually large volume of documents (e.g., mega case documents).
- (2) Approval for an emergency filing must be coordinated with the Intake Supervisor or other court official. For more information, call:

Division	Telephone Number
Los Angeles	(213) 894-6751
Riverside	(951) 774-1101
Santa Ana	(714) 338-5332
Northern	(805) 884-4885
San Fernando Valley	(818) 587-2833

### **1.3 Requirements for Master Mailing List of Creditors [LBR 1007-1]**

A Master Mailing List of Creditors, with the names and addresses of the creditors, must be filed in all bankruptcy cases and must be submitted in the following format (see *Exhibit 1*, Example of Format for Master Mailing List of Creditors on the next page):

1. Typed on **blank**, unlined, standard white 8-1/2 x 11 inch medium weight paper using **uppercase** and **lowercase** letter quality fonts, no smaller than **10 point** nor greater than **14 point**, in either Arial, Calibri, Cambria, Courier, Times New Roman, Helvetica, Geneva, or Letter Gothic;
2. Typed in a single column with no letters closer than 1-1/2 inches from any edge of the paper and left justified.
3. Typed with no more than **8 name/address blocks per page**. Each block must consist of no more than **5 lines total for each** name/address with at least **2 blank lines** in between. The first line, or name, can be no more than **50 characters** in length including spaces, and the address lines can be no more than **40 characters** in length including spaces. The **attention line**, if any, must be included on the **second line** of the block. **DO NOT INCLUDE ACCOUNT NUMBERS**. The **city, state (2-letter abbreviation in capital letters only, e.g., CA), and zip code** must be on the last line. Nine-digit zip codes should be separated by a hyphen. (See *Exhibit 1*.)
4. Master Mailing List pages must list the creditors from schedules D, and E/F of the bankruptcy case filing. Use as many pages as needed. **Do not include** the debtor, joint debtor, U.S. Trustee, Internal Revenue Service, or Franchise Tax Board on the Master Mailing List.



5. Do not use punctuation, except for one comma between city and state (for example Los Angeles, CA 90012).
6. If a separate Equity Holders List is filed, it must comply with the above format requirements.
7. If the Master Mailing List is electronically submitted, it must be: (1) filed in PDF format; and (2) uploaded as a plaintext (.txt) file.

*Exhibit 1*

**Example of Format for Master Mailing List of Creditors**

Acme Auto Repair  
1234 S Street  
Los Angeles, CA 90005

Acme Hair Repair  
Attn Herman  
1234 S Ave  
Los Angeles, CA 90005-0001

Acme Dental Clinic  
745 Tungsten Boulevard  
Hollywood, CA 90027

Acme Talent Agency  
421 N Copper Canyon Way  
Burbank, CA 91505-0002

Loans By Acme  
7485 Chromium Circle  
Beverly Hills, CA 90210

Acme And Sons Insurance  
Attn D Acme  
13363 Hierro Street Suite 25  
Van Nuys, CA 91401

Acme Bar and Grill  
114 Aluminum Alley  
Chatsworth, CA 91313

## 1.4 **Filing Fees**

- (a) **Fee Schedule.** For a list of current filing fees, refer to section 1-04 of The Central Guide.
  
- (b) **Fee Acceptance Policy.** The Bankruptcy Court will accept cash, U. S. Postal Service money orders, cashier's checks from an acceptable financial institution, attorney or law firm checks (payable to the U. S. Bankruptcy Court) and American Express, Discover, MasterCard, and VISA for payment of fees. Credit card transactions must be made in person by the cardholder; however, this does not apply to electronically filed documents. The court does not accept personal checks or credit cards from debtors to pay fees. All attorney/law firm checks must include a current pre-printed name, street address, telephone number, and California attorney bar number. Do not send cash through the mail.