

UNITED STATES BANKRUPTCY COURT  
Central District of California

**Chapter 11 Bankruptcy Petition**  
**ORDER OF DOCUMENTS**

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Chapter 11 petition documents shall be in the following order when electronically filed in the Central District of California Bankruptcy Court:

- 1.\* Voluntary Petition (first three pages)
2. Electronic Filing Declaration
3. Exhibit "A" to Petition (if debtor is a corporation)
4. Exhibit "C" to Voluntary Petition (if Exhibit "C" "yes" box is checked on page two of the Voluntary Petition)
5. Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling Requirement (**Counseling usually MUST be obtained BEFORE filing, even if certificate is filed later**).
6. Corporate Resolution Authorizing Filing of the Petition (if debtor is a corporation)
7. Corporate ownership statement as specified in F.R.B.P. 1007(a)(1) [Required for corporations that are not a governmental unit]
- 8.\* List of Creditors Holding 20 Largest Unsecured Claims
9. List of Equity Security Holders (for corporations or partnerships), if not included on Master Mailing List. Must follow the same format as Master Mailing List.
10. Statement of Related Cases [required by LBR 1015-2(b)(2)]
11. Notice of Available Chapters [required for individuals whose debts are primarily consumer debts [11 U.S.C. § 342(b)]]
12. Summary of Schedules and Statistical Summary of Certain Liabilities and Related Data (28 U.S.C. § 159) (Official Form B6)
13. Schedules A through J (for corporations, A, B, D through H only)
14. Declaration Concerning Debtor's Schedules (Official Form B6 - Declaration)
15. Statement of Financial Affairs (Official Form B7)
16. Disclosure of Compensation of Attorney for Debtor (for petitions of persons who are represented by legal counsel or where an attorney has prepared the paperwork)

17. Copies of all payment advices (pay stubs) or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition. If the debtor(s) was self-employed or unemployed during the 60 days prior to the filing of the petition, the debtor(s) should certify this fact and use the optional form *Debtor's Certification of Employment Income Pursuant to 11 U.S.C. § 521(a)(1)(B)(iv)* to do so. This form can also be used to attach payment advices (pay stubs).
18. Statement of Current Monthly Income (Official Form B22C) (Required if the debtor is an individual)
19. Verification of Creditor Mailing List [Local Bankruptcy Rule 1007-1(d)]
- 20.\* Master Mailing List (in format required by the Court Manual, Section 2-3)

**Additional documents to be filed at the time the petition is filed but as a separate documents:**

1. Certificate of Credit Counseling or a motion for determination by the court of any election to Exhibit D to the petition
  - a) Debt Repayment Plan, if any (required if the debtor is an individual)