

UNITED STATES BANKRUPTCY COURT
Central District of California

Chapter 13 Bankruptcy Petition
ORDER OF DOCUMENTS

Chapter 13 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 "C" to Voluntary Petition (if Exhibit "C" "yes" box is checked on page two of the Voluntary Petition)
4. 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**).
5. Statement of Related Cases [required by LBR 1015-2(b)(2)]
6. Notice of Available Chapters [required for individuals whose debts are primarily consumer debts [11 U.S.C. § 342(b)]]
7. Summary of Schedules and Statistical Summary of Certain Liabilities and Related Data (28 U.S.C. § 159) (Official Form 6)
8. Schedules A through J
9. Declaration Concerning Debtor's Schedules
10. Statement of Financial Affairs (Official Form 7)
11. 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)
12. 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)
13. Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income (Official Form B22C)

- 14. Verification of Creditor Mailing List [LBR 1007-2(d)]
- 15.* Master Mailing List [in format required by LBR 1007-2]

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

- 1.* Statement of Social Security Number (Official Form B21) **[this is a private event, therefore, only internal court users will be able to view the document once uploaded to the system. If other documents are included with this event, these will not be available for viewing by the general public.]**
- 2. Chapter 13 Plan (LBR Form F 3015-1.1)
- 3. Rights and Responsibilities Agreement
- 4. Certificate of Credit Counseling or a motion for determination by the court
 - a) Debt Repayment Plan, if any [required if the debtor is an individual]
- 5. Computer Readable CD-ROM of Master Mailing list (required for petitions with over 100 creditors) [LBR 1007-2(c)]