

Document Checklist for Entering New Cases into CM/ECF¹

Updated 3/21/2022

_____ Voluntary Petition (Individuals - Official Form B 101; Non-Individuals – Official Form B 201)

One of the following documents may be required to be filed in Individual filings only:

_____ Certificate of Credit Counseling (11 U.S.C. § 109)

- Must be docketed separately
- Court Event: *Other* or;

Where Applicable:

_____ Waiver of Credit Counseling and or Financial Management

- This pleading will be routed to the Judge for consideration.
- Court Event: *Motions/Applications* or;

_____ Certification of Non-Compliance with 11 U.S.C. § 109(h)(1) and Request for Exemption

- This pleading will be routed to the Judge for consideration.
- Court Event: *Motions/Applications*

_____ Statement About Your Social Security Number (Official Form B 121)
(Image available to court users only)

_____ Debtor's Electronic Noticing Request (DeBN)

_____ Creditors entered via creditor maintenance

_____ Filing fee: (See summary of filing fees listed on the web page: www.scb.uscourts.gov)

_____ Summary of Your Assets and Liabilities and Certain Statistical Information

_____ Schedules A-J, and J-2 if applicable

_____ Declaration About an Individual Debtors Schedules (Form 107)

_____ Statement of Financial Affairs

¹ This document is intended to assist with some of the initial case filing requirements particularly as it relates to the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005. This list may not be exhaustive and should not be considered as a replacement for the requirements of the Bankruptcy Code and Federal Rules of Bankruptcy Procedure.

_____ Chapter 13 Plan

_____ Statement of Intention (Chapter 7 only) (Form 108)

_____ Chapter 7 Statement of Your Current Monthly Income) (Form 122A-1)

Note: You may also be required to file Chapter 7 Means Test Calculation

- Court Event: *Other*

_____ Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period. *Note:* You may also be required to file Chapter 13 Calculation of Your Disposable Income.

- Court Event: *Other*

_____ Chapter 11 Statement of Your Current Monthly Income

- Court Event: *Other*

_____ Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition

- Court Event: *Other*

_____ Statement Disclosing Anticipated Increase/Decrease in Income/Expenditures

- If question number 13 on Schedule I **and** question number 24 on Schedule J is completed, this will satisfy this requirement.

- Court Event: *Other*

NOTE: *All of the above documents may be filed with the new case filing under docket number 1 following the Voluntary Petition.*

_____ *Application to Have the Chapter 7 Filing Fee Waived* (For Chapter 7 Individuals Only) (Form 103B)

- If filed by an attorney, they must select the fee status IFP filing fee waived in order not to generate the filing fee.

- Court Event: *Motions/Applications*

_____ Tax Documents are not to be filed with the Court unless requested per 11 U.S.C. § 521(f)

- Image available to court users only

- Court Event: *Other*