

## **CHECK LIST FOR CHAPTER 11 CASE**

\_\_\_\_\_ **\*Filing fee of \$839.00**

Is check signed? Have you authorized us to charge this to your credit card?

Check must be drawn on attorney's trust account, a cashier's check, a certified check, or a money order. (See local rule 4 (a)(3)). A debtor's check will not be accepted.

**OR**

\_\_\_\_\_ **\*Application and Order for Installment Payments AND Attorney Disclosure of Compensation. Only individual debtors may pay in installments. A petition for installment payments will **not** be accepted if the attorney has accepted **any** money from the client which is not submitted to the court towards the filing fee. (BR 1006)**

\_\_\_\_\_ **\*Petition** (Original and 5)

Is the petition **signed** by the attorney and is the attorney's **p-number** listed?

Is the petition **verified** by debtor(s)? The declaration under penalty of perjury must be signed by the debtor(s).

Does the petition state the **street address** of the debtor(s)?

Does petition state **SS #** or **EIN #** and chapter of the case?

\_\_\_\_\_ **\*Exhibit A - (corporate chapter 11 only).** Please attach an Exhibit A to original petition and each copy.

\_\_\_\_\_ **\*List of all creditors.** (Original and 5) **Only required if petition is filed without schedules.** 6 additional copies of the matrix may be used for this requirement. Please attach a list of all creditors to original petition and each copy.

\_\_\_\_\_ **\*Mailing matrix**

The creditor matrix must adhere to the form required by the Clerk. Effective July 9, 2003, the Clerk's Office will **only** accept creditor matrices on diskette. The customer should save the matrix to disk in ASCII format, as a TXT file. The matrix should be saved on disk with a file name of the debtor's last name and first initial (i.e. SmithK.txt). The verification of the matrix is still required and must be submitted in hard copy along with the disk containing the matrix file.

\_\_\_\_\_ **\*Pre-filing Notice** (Original + 5) -- In individual consumer cases only. Please attach a pre-filing notice to original petition and each copy.

\_\_\_\_\_ **Order and Notice of Stay** - You do not need to send us this form. Request the order in your cover letter and send us a stamped, self-addressed envelope. There is no charge for an order and notice of stay.

\_\_\_\_\_ **\*List of 20 largest unsecured creditors excluding insiders** (Original plus 5)

Note that the Schedules of Assets and Liabilities (schedules A thru J) and Statement of Affairs do not have to be filed with the petition. They must be verified by the debtor(s) whenever they are filed. Schedules and Statement of Affairs must be filed within 15 days of filing petition. Chapter 11 Disclosure Statement and Plan are due 120 after Order for Relief.

**\* These documents are required to be filed with the petition.**