

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MICHIGAN**

**One Division Avenue North, Room 200
Grand Rapids, MI 49503
(616) 456-2693**

**FILING CHECKLISTS
FOR INDIVIDUALS**



Bankruptcy has long-term financial and legal consequences – hiring a competent attorney is strongly recommended. Should you choose to proceed without an attorney, it is recommended that you visit our website, <http://www.miwb.uscourts.gov/> and review our information for filing without an attorney.

NOTE: Please use the Current Bankruptcy Forms effective December 1, 2015.

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One Division Ave. North, Room 200, Grand Rapids, MI 49503**

CHAPTER 7 FILING CHECKLIST (FOR INDIVIDUALS)

BEFORE YOU FILE:

Certificate of Credit Counseling

Must be completed within 180 days BEFORE the filing of your Bankruptcy case.

For a list of approved agencies: <https://www.justice.gov/ust/list-credit-counseling-agencies-approved-pursuant-11-usc-111>

WHEN YOU FILE:

OFFICIAL FORMS: (Be sure to use forms for INDIVIDUALS ONLY)

<http://www.uscourts.gov/Forms/Bankruptcy-Forms>

Form Number

- | | |
|--|-------------|
| <input type="checkbox"/> Voluntary Petition for Individuals Filing for Bankruptcy | B101 |
| <input type="checkbox"/> Summary of Your Assets & Liabilities & Certain Statistical Info | B106Sum |
| <input type="checkbox"/> Schedules (for Individuals): | |
| Schedule A/B | B106A/B |
| Schedule C | B106C |
| Schedule D | B106D |
| Schedule E/F | B106E/F |
| Schedule G | B106G |
| Schedule H | B106H |
| Schedule I | B106I |
| Schedule J | B106J |
| <input type="checkbox"/> Declaration About an Individual Debtor's Schedules | B106Dec |
| <input type="checkbox"/> Statement of Financial Affairs for Individuals Filing for Bankruptcy | B107 |
| <input type="checkbox"/> Statement about Your Social Security Numbers | B121 |
| <input type="checkbox"/> Chapter 7 Statement of Your Current Monthly Income | B122A-1 |
| <input type="checkbox"/> Chapter 7 Means Text Exemption, <i>if applicable</i> | B122A-1Supp |
| <input type="checkbox"/> Chapter 7 Means Test Calculation, <i>if applicable</i> | B122A-2 |
| <input type="checkbox"/> Bankruptcy Petition Preparer's Notice, <i>if applicable</i> | B119 |
| <input type="checkbox"/> Disclosure of Compensation of Petition Preparer, <i>if applicable</i> | B2800 |

LOCAL FORMS: <http://www.miwb.uscourts.gov/forms/all-forms>

- Asset Protection Report
- Verification of Mailing Matrix
- Creditor Mailing Matrix - refer to our Matrix Maker at:

<http://www.miwb.uscourts.gov/creating-creditor-mailing-matrix>

PAYMENT (Current Fee Schedule can be found at: <http://www.miwb.uscourts.gov/fee-schedule>)

- Filing Fee *or*
Application for Individuals to Pay the Filing Fee in Installments (Official Form B103A) *or*
Application to Have the Chapter 7 Filing Fee Waived (Official Form B103B)

OPTIONAL FORM: <https://www.miwb.uscourts.gov/news/debtor-electronic-bankruptcy-noticing-debn>

- Debtor Electronic Bankruptcy Noticing Request (DeBN)

**UNITED STATES BANKRUPTCY COURT
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One Division Ave. North, Room 200, Grand Rapids, MI 49503**

CHAPTER 11 FILING CHECKLIST (FOR INDIVIDUALS)

BEFORE YOU FILE:

Certificate of Credit Counseling

Must be completed within 180 days BEFORE the filing of your Bankruptcy case.

For a list of approved agencies: <https://www.justice.gov/ust/list-credit-counseling-agencies-approved-pursuant-11-usc-111>

WHEN YOU FILE:

OFFICIAL FORMS (Be sure to use forms for INDIVIDUALS ONLY)

<http://www.uscourts.gov/Forms/Bankruptcy-Forms>

	<u>Form Number</u>
<input type="checkbox"/> Voluntary Petition for Individuals Filing for Bankruptcy	B101
<input type="checkbox"/> List of Creditors Who Have the 20 Largest Unsecured Claims	B104
<input type="checkbox"/> Summary of Your Assets & Liabilities & Certain Statistical Info	B106Sum
<input type="checkbox"/> Schedules (for Individuals):	
<input type="checkbox"/> Schedule A/B	B106A/B
<input type="checkbox"/> Schedule D	B106D
<input type="checkbox"/> Schedule E/F	B106E/F
<input type="checkbox"/> Schedule G	B106G
<input type="checkbox"/> Schedule H	B106H
<input type="checkbox"/> Declaration About an Individual Debtor's Schedules	B106Dec
<input type="checkbox"/> Statement of Financial Affairs for Individuals Filing for Bankruptcy	B107
<input type="checkbox"/> Statement about Your Social Security Numbers	B121
<input type="checkbox"/> Chapter 11 Statement of Your Current Monthly Income	B122
<input type="checkbox"/> Bankruptcy Petition Preparer's Notice, <i>if applicable</i>	B119
<input type="checkbox"/> Disclosure of Compensation of Petition Preparer, <i>if applicable</i>	B2800

LOCAL FORMS: <http://www.miwb.uscourts.gov/forms/all-forms>

- Verification of Mailing Matrix
- Creditor Mailing Matrix - refer to our Matrix Maker at:
<http://www.miwb.uscourts.gov/creating-creditor-mailing-matrix>

OTHER FORMS

- Chapter 11 Plan of Reorganization

PAYMENT (Current Fee Schedule can be found at: <http://www.miwb.uscourts.gov/fee-schedule>)

- Filing Fee *or*
Application for Individuals to Pay the Filing Fee in Installments (Official Form B103A)

OPTIONAL FORM: <https://www.miwb.uscourts.gov/news/debtor-electronic-bankruptcy-noticing-debn>

- Debtor Electronic Bankruptcy Noticing Request (DeBN)

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF MICHIGAN
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CHAPTER 12 FILING CHECKLIST (FOR INDIVIDUALS)

BEFORE YOU FILE:

Certificate of Credit Counseling

Must be completed within 180 days BEFORE the filing of your Bankruptcy case.

For a list of approved agencies: <https://www.justice.gov/ust/list-credit-counseling-agencies-approved-pursuant-11-usc-111>

WHEN YOU FILE:

OFFICIAL FORMS (Be sure to use forms for INDIVIDUALS ONLY)

<http://www.uscourts.gov/Forms/Bankruptcy-Forms>

	<u>Form Number</u>
<input type="checkbox"/> Voluntary Petition for Individuals Filing for Bankruptcy	B101
<input type="checkbox"/> Summary of Your Assets & Liabilities & Certain Statistical Info	B106Sum
<input type="checkbox"/> Schedules (for Individuals):	
Schedule A/B	B106A/B
Schedule C	B106C
Schedule D	B106D
Schedule E/F	B106E/F
Schedule G	B106G
Schedule H	B106H
Schedule I	B106I
Schedule J	B106J
<input type="checkbox"/> Declaration About an Individual Debtor's Schedules	B106Dec
<input type="checkbox"/> Statement of Financial Affairs for Individuals Filing for Bankruptcy	B107
<input type="checkbox"/> Statement about Your Social Security Numbers	B121
<input type="checkbox"/> Bankruptcy Petition Preparer's Notice, <i>if applicable</i>	B119
<input type="checkbox"/> Disclosure of Compensation of Petition Preparer, <i>if applicable</i>	B2800

LOCAL FORMS: <http://www.miwb.uscourts.gov/forms/all-forms>

- Verification of Mailing Matrix
- Creditor Mailing Matrix - refer to our Matrix Maker at:
<http://www.miwb.uscourts.gov/creating-creditor-mailing-matrix>

OTHER FORMS

- Chapter 12 Plan

PAYMENT (Current Fee Schedule can be found at: <http://www.miwb.uscourts.gov/fee-schedule>)

- Filing Fee *or*
Application for Individuals to Pay the Filing Fee in Installments (Official Form B103A)

OPTIONAL FORM: <https://www.miwb.uscourts.gov/news/debtor-electronic-bankruptcy-noticing-debn>

- Debtor Electronic Bankruptcy Noticing Request (DeBN)

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CHAPTER 13 FILING CHECKLIST (FOR INDIVIDUALS)

BEFORE YOU FILE:

Certificate of Credit Counseling

Must be completed within 180 days BEFORE the filing of your Bankruptcy case.

For a list of approved agencies: <https://www.justice.gov/ust/list-credit-counseling-agencies-approved-pursuant-11-usc-111>

WHEN YOU FILE:

OFFICIAL FORMS (Be sure to use forms for INDIVIDUALS ONLY)

<http://www.uscourts.gov/Forms/Bankruptcy-Forms>

Form Number

- | | |
|--|---------|
| <input type="checkbox"/> Voluntary Petition for Individuals Filing for Bankruptcy | B101 |
| <input type="checkbox"/> Summary of Your Assets & Liabilities & Certain Statistical Info | B106Sum |
| <input type="checkbox"/> Schedules (for Individuals): | |
| Schedule A/B | B106A/B |
| Schedule C | B106C |
| Schedule D | B106D |
| Schedule E/F | B106E/F |
| Schedule G | B106G |
| Schedule H | B106H |
| Schedule I | B106I |
| Schedule J | B106J |
| <input type="checkbox"/> Declaration About an Individual Debtor's Schedules | B106Dec |
| <input type="checkbox"/> Statement of Financial Affairs for Individuals Filing for Bankruptcy | B107 |
| <input type="checkbox"/> Statement about Your Social Security Numbers | B121 |
| <input type="checkbox"/> Chapter 13 Statement of Your Current Monthly Income | B122C-1 |
| <input type="checkbox"/> Chapter 13 Calculation of Your Disposable Income | B122C-2 |
| <input type="checkbox"/> Bankruptcy Petition Preparer's Notice, <i>if applicable</i> | B119 |
| <input type="checkbox"/> Disclosure of Compensation of Petition Preparer, <i>if applicable</i> | B2800 |

LOCAL FORMS: <http://www.miwb.uscourts.gov/forms/all-forms>

- Verification of Mailing Matrix
- Creditor Mailing Matrix - refer to our Matrix Maker at:
<http://www.miwb.uscourts.gov/creating-creditor-mailing-matrix>

OTHER FORMS:

- Chapter 13 Plan - a model plan can be found on the Chapter 13 Trustee's websites:
<http://www.13network.com/trustees/kal/kalhome.asp>
http://www.rodgersch13.com/index.php?option=com_content&view=article&id=5&Itemid=5

PAYMENT (Current Fee Schedule can be found at: <http://www.miwb.uscourts.gov/fee-schedule>)

- Filing Fee *or*
Application for Individuals to Pay the Filing Fee in Installments (Official Form B103A)

OPTIONAL FORM: <https://www.miwb.uscourts.gov/news/debtor-electronic-bankruptcy-noticing-debn>

- Debtor Electronic Bankruptcy Noticing Request (DeBN)