

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA

CHAPTER 7, 11, 12 AND 13 CASE FILING CHECKLIST

In new cases filed conventionally on paper on and after January 1, 2002, an **original only** is required to be filed with the following documents as appropriate. In addition, any petition filed by an attorney conventionally on paper must be accompanied by a completed Request for Waiver form.
MINIMUM REQUIREMENTS: **REFERENCE**

- ___ **NOTICE TO INDIVIDUAL CONSUMER DEBTOR(S)** LBR 1002-2 & 5005-1
 [Individuals only; signed by debtor(s)]
- ___ **VOLUNTARY PETITION [Official Form 1]** FRBP 1002
 [signed by attorney and debtor(s)-perjury] LBR 1002-1, 1007-1 & 5005-1
 ___ **EXHIBIT A** - only if publicly traded Chapter 11
 ___ **EXHIBIT B** - only if Chapter 7 individual
 ___ **EXHIBIT C** - if applicable, attach Exhibit C
- ___ **STATEMENT OF SOCIAL SECURITY NUMBER(S) [Official Form 21]** LBR 1007-1
 [Individuals only, signed by debtor(s). Submit in paper format to Clerk's Office if filing petition by diskette or paper.]
- ___ **[If corporation] CORPORATE RESOLUTION** LBR 1074-1 & 5005-1
 CORPORATE OWNERSHIP STATEMENT FRBP 1007
- ___ **DECLARATION OF DIVISIONAL VENUE** LBR 1014-2 & 5005 -1
 [Completed; signed by attorney or pro se debtor(s)]
- ___ **FEE: See attached fee schedule for appropriate amounts** 28 U.S.C. 1930
 [If pro se, must be cash or money order; payable to "Clerk, U.S. Bankruptcy Court"; if individual, debtor(s) may file "Application to Pay Filing Fee In Installments- Eastern District of Virginia"; if debtor still owes a filing fee or portion thereof for a previously filed petition, payment in full of past due amount]; **PAYMENT DUE AT TIME OF FILING** LBR 1006-1 & 5005-1
- ___ **LIST OF CREDITORS [MAILING MATRIX] WITH COVER SHEET** LBR 1007-1 & 5005-1
 [Must be submitted on computer diskette in format specified by Clerk's Office or by a typed hard copy in scannable format, with Request for Waiver attached. Pro se filers can create a List of Creditors to submit on diskette on a PC available in Clerk's Office for this purpose. Cover Sheet **not required** if list of creditors filed by an ECF registered user via the Internet.]
- ___ **CHAPTER 11: LIST OF CREDITORS HOLDING 20 LARGEST UNSECURED CLAIMS [Official Form 4]** FRBP 1007
 [Signed by debtor(s) and dated-perjury] LBR 1007-1 & 5005-1
 LIST DUE AT TIME OF FILING

DEPUTY CLERK TO GIVE COPY OF LOCAL BANKRUPTCY RULE(S) 1007-1, 1007-3, 3015-1 and/or 3015-2, AS APPLICABLE, TO ATTORNEY/DEBTOR IF FILING NOT ACCOMPANIED BY THE FOLLOWING AT TIME OF FILING. LBR 1007-1 statements/schedules and Chapter 13 Plan shall be filed by debtor(s) within 15 days after order of relief; LBR 1007-3 statement within 30 days after petition filed or before 341 meeting, whichever is earlier; Chapter 12 Plan shall be filed within 90 days after order for relief; disclosure statement of bankruptcy petition preparer shall be filed within 10 days after petition filed.

COMPLETION OF CASE FILING

- ___ **OFFICIAL FORM 6 SCHEDULES** **REFERENCE**
 ___ * **SUMMARY OF SCHEDULES** FRBP 1007
 ___ * **SCHEDULE A - REAL PROPERTY** LBR 1007-1 & 5005-1
 ___ * **SCHEDULE B - PERSONAL PROPERTY**
 ___ * **SCHEDULE C - PROPERTY CLAIMED AS EXEMPT** [Note: Summary and Schedules A through J should be filed for all cases; no Official Form prescribed for Schedules I and J for corporations/partnerships; if a schedule is not applicable, so state on said schedule]
 ___ * **SCHEDULE D - CREDITORS HOLDING SECURED CLAIMS**
 ___ * **SCHEDULE E - CREDITORS HOLDING UNSECURED CLAIMS**
 ___ * **SCHEDULE F - CREDITORS HOLDING UNSECURED NONPRIORITY CLAIMS**
 ___ * **SCHEDULE G - EXECUTORY CONTRACTS AND UNEXPIRED LEASES**
 ___ * **SCHEDULE H - CODEBTORS**
 ___ * **SCHEDULE I - CURRENT INCOME OF INDIVIDUAL DEBTOR(S)**
 ___ * **SCHEDULE J - CURRENT EXPENDITURES OF INDIVIDUAL DEBTOR(S)**
 [Signed by debtor(s)-perjury]
- ___ **STATEMENT OF FINANCIAL AFFAIRS [Official Form 7]** FRBP 1007
 [Signed by debtor(s)-perjury] LBR 1007-1 & 5005-1
- ___ **CHAPTER 7 INDIVIDUAL DEBTOR'S STATEMENT OF INTENTION [Official Form 8]** FRBP 1007
 [Signed by debtor(s)] LBR 1007-3 & 5005-1
- ___ **CHAPTER 11 LIST OF EQUITY SECURITY HOLDERS** FRBP 1007
 [Signed by debtor(s) and dated-perjury include names, addresses, number and kind of interests] LBR 1007-1 & 5005-1
- ___ **CHAPTER 12 PLAN/CHAPTER 13 PLAN** FRBP 3015
 [Signed by debtor(s); and dated; Chapter 13 Plan - form approved by the Court, accompanied by proof of service] LBR 3015-1, 3015-2 & 5005-1
- ___ **DISCLOSURE STATEMENT OF ATTORNEY/BANKRUPTCY PETITION PREPARER** FRBP 2016; 11 U.S.C. 110(h)(1)
 [Signed by attorney/bankruptcy petition preparer] LBR 1007-1, 2016-1(B) & 5005-1
[casecksh ver. 3/2004]