

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

CHAPTER 11 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:

	<u>REFERENCE</u>
<input type="checkbox"/> NOTICE TO INDIVIDUAL CONSUMER DEBTOR(S) [Individuals only; signed by debtor(s)] [New Form B201 – 2 pages]	LBR 1002-2 & 5005-1
<input type="checkbox"/> VOLUNTARY PETITION [Official Form 1 – 10/06] [signed by attorney and debtor(s)-perjury]	FRBP 1002 LBR 1002-1, 1007-1 & 5005-1
<input type="checkbox"/> EXHIBIT A - only if publicly traded Chapter 11	
<input type="checkbox"/> EXHIBIT C – if applicable, attach Exhibit C	
<input type="checkbox"/> EXHIBIT D - Individual Debtor's Statement of Compliance with Credit Counseling [Individuals only, if joint petition – each spouse must complete a separate Exhibit D. Must file with Exhibit either Certificate of Credit Counseling and Debt Repayment Plan, if applicable, <i>or</i> Certificate of Exigent Circumstances <i>or</i> Motion for Exemption]	IR 1007; IP 1007-1(J)
<input type="checkbox"/> STATEMENT OF SOCIAL SECURITY NUMBER(S) [Official Form 21] [Individuals only, signed by debtor(s). Submit in paper format to Clerk's Office if filing petition by diskette or paper.]	LBR 1007-1
<input type="checkbox"/> [If corporation] CORPORATE RESOLUTION CORPORATE OWNERSHIP STATEMENT	LBR 1074-1 & 5005-1 FRBP 1007
<input type="checkbox"/> DECLARATION OF DIVISIONAL VENUE [Completed; signed by attorney or pro se debtor(s)]	LBR 1014-2 & 5005 -1
<input type="checkbox"/> FEE: See attached fee schedule for appropriate amounts [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	28 U.S.C. 1930 LBR 1006-1 & 5005-1
<input type="checkbox"/> LIST OF CREDITORS [MAILING MATRIX] WITH COVER SHEET [If filing petition by diskette or paper, 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.	LBR 1007-1 & 5005-1
<input type="checkbox"/> CHAPTER 11: LIST OF CREDITORS HOLDING 20 LARGEST UNSECURED CLAIMS [Official Form 4] [Signed by debtor(s) and dated-perjury] LIST DUE AT TIME OF FILING	FRBP 1007 LBR 1007-1 & 5005-1
<input type="checkbox"/> CHAPTER 11: SMALL BUSINESS: BALANCE SHEET, STATEMENT OF OPERATIONS, CASH-FLOW STATEMENT, FEDERAL INCOME TAX RETURN (Or Statement under penalty of perjury of none.)	11 U.S.C. 1116(1)(A)-(B) FRBP 1007
<input type="checkbox"/> NOTICE TO DEBTOR BY NON-ATTORNEY BANKRUPTCY PETITION PREPARER [Official Form 19B] [Signed by debtor(s) and bankruptcy petition preparer – to accompany Official Form 1]	11 U.S.C. 110

DEPUTY CLERK TO GIVE COPY OF LOCAL BANKRUPTCY RULE(S) 1007-1, TO ATTORNEY/DEBTOR IF FILING NOT ACCOMPANIED BY THE FOLLOWING AT TIME OF FILING. LBR 1007-1 statements/schedules shall be filed by debtor(s) within **15** days after order of relief.

COMPLETION OF CASE FILING

	<u>REFERENCE</u>
<input type="checkbox"/> OFFICIAL FORM 6 - SCHEDULES	FRBP 1007 LBR 1007-1 & 5005-1
<input type="checkbox"/> * SUMMARY OF SCHEDULES	
<input type="checkbox"/> * STATISTICAL SUMMARY OF CERTAIN LIABILITIES [Individual Debtors Only]	
<input type="checkbox"/> * SCHEDULE A - REAL PROPERTY	
<input type="checkbox"/> * SCHEDULE B - PERSONAL PROPERTY	
<input type="checkbox"/> * SCHEDULE C - PROPERTY CLAIMED AS EXEMPT	
<input type="checkbox"/> * SCHEDULE D - CREDITORS HOLDING SECURED CLAIMS	
<input type="checkbox"/> * SCHEDULE E - CREDITORS HOLDING UNSECURED PRIORITY CLAIMS	
<input type="checkbox"/> * SCHEDULE F - CREDITORS HOLDING UNSECURED NONPRIORITY CLAIMS	
<input type="checkbox"/> * SCHEDULE G - EXECUTORY CONTRACTS AND UNEXPIRED LEASES	
<input type="checkbox"/> * SCHEDULE H - CODEBTORS	
<input type="checkbox"/> * SCHEDULE I - CURRENT INCOME OF INDIVIDUAL DEBTOR(S)	
<input type="checkbox"/> * SCHEDULE J - CURRENT EXPENDITURES OF INDIVIDUAL DEBTOR(S)	
[Signed by debtor(s)-perjury]	
<input type="checkbox"/> STATEMENT OF FINANCIAL AFFAIRS [Official Form 7] [Signed by debtor(s)-perjury]	FRBP 1007 LBR 1007-1 & 5005-1
<input type="checkbox"/> CHAPTER 11 STATEMENT OF CURRENT MONTHLY INCOME [Official Form B22B] [Individuals only; signed by debtor(s) under penalty of perjury]	FRBP 1007
<input type="checkbox"/> CHAPTER 11 LIST OF EQUITY SECURITY HOLDERS [Signed by debtor(s) and dated-perjury include names, addresses, number and kind of interests]	FRBP 1007 LBR 1007-1 & 5005-1
<input type="checkbox"/> DISCLOSURE STATEMENT OF ATTORNEY or DISCLOSURE OF COMPENSATION OF BANKRUPTCY PREPARER (Form B 280) [Signed by attorney or bankruptcy petition preparer]	11 U.S.C. 110, FRBP 2016 LBR 1007-1, 2016-1(B) & 5005-1