

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

CHAPTER 12 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) – New Form B201 – 2 pages]
- ___ **VOLUNTARY PETITION [Official Form 1 – 10/06]** FRBP 1002
[signed by attorney/non-attorney petition preparer and debtor(s)-perjury] LBR 1002-1, 1007-1 & 5005-1
___ **EXHIBIT B** - only if individual consumer case
___ **EXHIBIT C** – if applicable, attach Exhibit C
- ___ **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, *or* Certificate of Exigent Circumstances *or* Motion for Exemption] IR 1007; IP 1007-1(J)
- ___ **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
- ___ **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
[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.
- ___ **NOTICE TO DEBTOR BY NON-ATTORNEY BANKRUPTCY PETITION PREPARER [Official Form 19B]** 11 U.S.C. 110
[signed by debtor(s) and bankruptcy petition preparer – to accompany Official Form 1]

DEPUTY CLERK TO GIVE COPY OF LOCAL BANKRUPTCY RULE(S) 1007-1 and/or 3015-1, AS APPLICABLE, TO ATTORNEY/DEBTOR IF FILING NOT ACCOMPANIED BY THE FOLLOWING AT TIME OF FILING. LBR 1007-1 statements/schedules; Chapter 12 Plan shall be filed within 90 days after order for relief.

COMPLETION OF CASE FILING

REFERENCE

- ___ **OFFICIAL FORM 6 - SCHEDULES** FRBP 1007
LBR 1007-1 & 5005-1
- ___ * **SUMMARY OF SCHEDULES**
- ___ * **STATISTICAL SUMMARY OF CERTAIN LIABILITIES** [Individual Debtors Only]
- ___ * **SCHEDULE A - REAL PROPERTY**
- ___ * **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 PRIORITY 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 12 PLAN** FRBP 3015
[Signed by debtor(s); and dated.] LBR 3015-1 & 5005-1
- ___ **DISCLOSURE STATEMENT OF ATTORNEY or DISCLOSURE OF COMPENSATION OF BANKRUPTCY PETITION PREPARER (Form B 280)** 11 U.S.C. 110, FRBP 2016
[Signed by attorney or bankruptcy petition preparer] LBR 1007-1, 2016-1(B) & 5005-1