

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

CHAPTER 7 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/non-attorney petition preparer and debtor(s)-perjury] <input type="checkbox"/> EXHIBIT B – only if individual consumer case <input type="checkbox"/> EXHIBIT C – if applicable, attach Exhibit C | FRBP 1002 LBR 1002-1, 1007-1 & 5005-1 |
| <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 <i>pro se</i> , 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"; or if individual chapter 7, debtor(s) may file "Application for Waiver of Chapter 7 Filing Fee;" (Form B3B) 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"/> 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, and 1007-3, AS APPLICABLE, 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; LBR 1007-3 statement within **30** days after petition filed or before 341 meeting, whichever is earlier.

COMPLETION OF CASE FILING

| | <u>REFERENCE</u> |
|---|--|
| <input type="checkbox"/> OFFICIAL FORM 6 - SCHEDULES | FRBP 1007 |
| <input type="checkbox"/> * SUMMARY OF SCHEDULES | LBR 1007-1 & 5005-1 |
| <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 7 INDIVIDUAL DEBTOR'S STATEMENT OF INTENTION [Official Form 8] [Signed by debtor(s)] | FRBP 1007 LBR 1007-3 & 5005-1 |
| <input type="checkbox"/> CHAPTER 7 STATEMENT OF CURRENT MONTHLY INCOME AND MEANS TEST CALCULATION [Official Form B22A] [Individuals only; signed by debtor(s) under penalty of perjury.] | FRBP 1007 |
| <input type="checkbox"/> DISCLOSURE STATEMENT OF ATTORNEY or DISCLOSURE OF COMPENSATION OF BANKRUPTCY PETITION 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 |