## UNITED STATES BANKRUPTCY COURT REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES Voluntary Chapter 7 Case

□ file a sign	Filing Fee of \$245. If the fee is to be paid in installments or the debtor requests a waiver of the fee, the debtor must be an individual and must need application for court approval. Official Form 3A or 3B and Fed.R.Bankr.P. 1006(b), (c)
□ payable i	Administrative fee of \$75 and trustee surcharge of \$15. If the debtor is an individual and the court grants the debtor's request, these fees are in installments or may be waived.
□ 1007(a)(1	<b>Voluntary Petition</b> (Official Form 1); <b>Names and addresses of all creditors</b> of the debtor. Must be filed WITH the petition. Fed.R.Bankr.P.).
notice has	Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b) (Director's Form 201A/B), if applicable. Required it is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the petition is filed. Certification that the is been given must be FILED with the petition or within 15 days. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 707(a)(3). Official Form 1 contains in the certification.
□ Must be s	Notice to debtor by "bankruptcy petition preparer" (Official Form 19). Required if a "bankruptcy petition preparer" prepares the petition. submitted WITH the petition. 11 U.S.C. § 110(b)(2).
□ Fed.R.Ba	<b>Statement of Social Security Number</b> (Official Form 21). Required if the debtor is an individual. Must be submitted WITH the petition. nkr.P. 1007(f).
debtor is filed with	Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Exhibit D to Official Form 1); Certificate of Credit ng and Debt Repayment Plan, if applicable; Section 109(h)(3) certification or § 109(h)(4) request, if applicable. Exhibit D is required if the an individual. Exhibit D must be filed WITH the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed WITH the petition. nkr.P. 1007(b)(3), (c).
□ "bankrup	Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" (Director's Form 280). Required if a try petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. §110(h)(2).
□ within 14	<b>Statement of current monthly income</b> , <b>etc.</b> (Official Form 22A). Required if the debtor is an individual. Must be filed with the petition or days. Fed.R.Bankr.P. 1007(b), (c).
	Schedules of assets and liabilities (Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b),(c).
□ Fed.R.Ba	<b>Schedule of executory contracts and unexpired leases</b> (Schedule G of Official Form 6). Must be filed with the petition or within 14 days. nkr.P. 1007(b), (c).
☐ Official F	Schedules of current income and expenditures. All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Form 6 must be used for this purpose. Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b), (c).
	Statement of financial affairs (Official Form 7). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
☐ the petition	Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of on. Required if the debtor is an individual. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
	Statement of intention regarding secured property and unexpired leases (Official Form 8). Required ONLY if the debtor is an individual chedules of assets and liabilities contain debts secured by property of the estate or personal property subject to an unexpired lease. Must be filed days or by the date set for the Section 341 meeting of creditors, whichever is earlier. 11 U.S.C. §§ 362(h) and 521(a)(2).
□ represente	Statement disclosing compensation paid or to be paid to the attorney for the debtor (Director's Form 203). Required if the debtor is ed by an attorney. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).
	Certification of Completion of Instructional Course Concerning Financial Management (Official Form 23), if applicable. Required if the an individual, unless the course provider has notified the court that the debtor has completed the course. Must be filed within 60 days of the first or the meeting of creditors. 11 U.S.C. § 727(a)(11) and Fed.R.Bankr.P. 1007(b)(7), (c).

## REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES Voluntary Chapter 11 Case

□ approval.	<b>Filing fee of \$1,167.</b> If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court Official Form 3A and Fed.R.Bankr.P. 1006(b).
	Administrative fee of \$550. If the debtor is an individual and the court grants the debtor's request, this fee is payable in installments.
	United States Trustee quarterly fee. The debtor, or trustee if one is appointed, is required also to pay a fee to the United States trustee at the not each calendar quarter until the case is dismissed or converted to another chapter. The calculation of the amount to be paid is set out in 28 1930(a)(6). As authorized by 28 U.S.C. § 1930(a)(7), the quarterly fee is paid to the clerk of court in chapter 11 cases in Alabama and North
	Voluntary Petition (Official Form 1); Names and addresses of all creditors. Must be filed WITH the petition. Fed.R.Bankr.P. 1007(a)(1).
notice has	Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b) (Director's Form 201A/B), if applicable. Required it is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the petition is filed. Certification that the been given must be FILED with the petition or within 15 days. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii), 1112(e). Official Form 1 contains the certification.
☐ Must be s	Notice to debtor by "bankruptcy petition preparer" (Official Form 19). Required if a "bankruptcy petition preparer" prepares the petition. ubmitted WITH the petition. 11 U.S.C. § 110(b)(2).
☐ Fed.R.Bar	<b>Statement of Social Security Number</b> (Official Form 21). Required if the debtor is an individual. Must be submitted <b>WITH</b> the petition. nkr.P. 1007(f).
individual	Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Exhibit D to Official Form 1); Certificate of Credit ng and Debt Repayment Plan, if applicable; Section 109(h)(3) certification or § 109(h)(4) request, if applicable. Required if the debtor is an a schibit D must be filed WITH the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with n or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed WITH the petition. Fed.R.Bankr.P. ), (c).
□ "bankrupt	Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" (Director's Form 280). Required if a cy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. §110(h)(2).
□ within 14	<b>Statement of Current Monthly Income</b> (Official Form 22B). Required if the debtor is an individual. Must be filed with the petition or days. Fed.R.Bankr.P. 1007(b), (c).
	List of Creditors holding the 20 largest unsecured claims (Official Form 4). Must be filed WITH the petition. Fed.R.Bankr.P. 1007(d).
□ otherwise.	Names and addresses of equity security holders of the debtor. Must be filed with the petition or within 14 days, unless the court orders. Fed.R.Bankr.P. 1007(a)(3).
	Schedules of Assets and Liabilities (Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
□ Fed.R.Bar	Schedule of executory contracts and unexpired leases (Schedule G of Official Form 6). Must be filed with the petition or within 14 days. nkr.P. 1007(b), (c).
☐ Official F	Schedules of Current Income and Expenditures. All debtors must file these schedules. If the debtor is an individual, Schedules I and J of orm 6 must be used for this purpose. Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b), (c).
	Statement of Financial Affairs (Official Form 7). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
petition. l	Copies of all payment advices or other evidence of payment received by debtor from any employer within 60 days before the filing of the Required if the debtor is an individual. Must be filed WITH the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
☐ debtor is r	Statement disclosing compensation paid or to be paid to the attorney for the debtor (Director's Form 203), if applicable. Required if the represented by an attorney. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).
no later th	Certificate of Completion of Instructional Course Concerning Financial Management (Official Form 23), if applicable. Required if the an individual and § 1141(d)(3) applies, unless the course provider has notified the court that the debtor has completed the course. Must be filed an the date of the last payment under the plan or the filing of a motion for a discharge under § 1141(d)(5)(B). 11 U.S.C. § 1141(d)(3) and nkr.P. 1007(b)(7), (c).
	<b>Statement concerning pending proceedings of the kind described in § 522(q)(1)</b> , if applicable. Required if the debtor is an individual and ed exemptions under state or local law as described in § 522(b)(3) in excess of \$155,675*. Must be filed no later than the date of the last nade under the plan or the date of the filing of a motion for a discharge under § 1141(d)(5)(B). 11 U.S.C. § 1141(d)(5)(C) and Fed.R.Bankr.P. ), (c).

<sup>\*</sup> Amount subject to adjustment on 4/01/16, and every three years thereafter with respect to cases commenced on or after the date of adjustment.

## REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES Chapter 12 Case

Filing Fee of \$200. If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Official Form 3A and Fed.R.Bankr.P. 1006(b).
☐ <b>Administrative fee of \$75.</b> If the debtor is an individual and the court grants the debtor's request, this fee is payable in installments.
□ <b>Voluntary Petition</b> (Official Form 1). <b>Names and addresses of all creditors</b> of the debtor. Must be filed WITH the petitio Fed.R.Bankr.P. 1007(a)(1)
Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b) (Director's Form 201A/B), if applicable. Required if the debtor is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the petition is filed. Certification that the notice has been given must be FILED with the court in a timely manner. 11 U.S.C. §§ 342(b), 521(a)(1)(B)(iii). Official Form 1 contains spaces for the certification.
Notice to debtor by "bankruptcy petition preparer," (Official Form 19). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(b)(2).
Statement of Social Security Number (Official Form 21). Required if the debtor is an individual. Must be submitted WITH the petition. Fed.R.Bankr.P. 1007(f).
Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Exhibit D to Official Form 1). Certificate of Credit Counseling and Debt Repayment Plan, if applicable. Section 109(h)(3) certification or § 109(h)(4) request, applicable. Required if the debtor is an individual. Exhibit D must be filed WITH the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed WITH the petition. Fed.R.Bankr.P. 1007(b)(3), (c).
Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" (Director's Form 280). Required if a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. §110(h)(2).
□ <b>Schedules of Assets and Liabilities</b> (Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
Schedule of Executory Contracts and Unexpired Leases (Schedule G of Official Form 6). Must be filed with the petition within 14 days. Fed.R.Bankr.P. 1007(b), (c).
Schedules of Current Income and Expenditures. All debtors must file these schedules. If the debtor is an individual, Schedule I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 14 days. 11 U.S.C. § 521(1 and Fed.R.Bankr.P. 1007(b), (c).
Statement of Financial Affairs (Official Form 7). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b) (c).
Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition if the debtor is an individual. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
Statement disclosing compensation paid or to be paid to the attorney for the debtor (Director's Form 203), if applicable. Must be filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).
□ Chapter 12 Plan. Must be filed within 90 days. 11 U.S.C. § 1221.
Statement concerning pending proceedings of the kind described in § 522(q)(1), if applicable. Required if the debtor is a individual and has claimed exemptions under state or local law as described in §522(b)(3) in excess of \$155,675*. Must be filed no late than the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1228(b). 11 U.S.C. § 1228(f) and Fed.R.Bankr.P. 1007(b)(8), (c).

<sup>\*</sup> Amount subject to adjustment on 4/01/16, and every three years thereafter with respect to cases commenced on or after the date of adjustment.

## REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES Chapter 13 Case

☐ Form 3A	<b>Filing fee of \$235.</b> If the fee is to be paid in installments, the debtor must file a signed application for court approval. Official and Fed.R.Bankr.P. 1006(b).
	Administrative fee of \$75. If the court grants the debtor's request, this fee is payable in installments.
□ Fed.R.Ba	<b>Voluntary Petition</b> (Official Form 1); <b>Names and addresses of all creditors</b> of the debtor. Must be filed WITH the petition. ankr.P. 1007(a)(1).
petition i	Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b) (Director's Form 201A/B), if le. Required if the debtor is an individual with primarily consumer debts. The notice must be GIVEN to the debtor before the s filed. Certification that the notice has been given must be FILED with the petition or within 15 days. 11 U.S.C. §§ 342(b), $\rho(B)(iii)$ , $\rho(B)($
□ prepares	<b>Notice to debtor by "bankruptcy petition preparer,"</b> (Official Form 19). Required if a "bankruptcy petition preparer" the petition. Must be submitted WITH the petition. 11 U.S.C. § 110(b)(2).
	Statement of Social Security Number (Official Form 21). Must be submitted WITH the petition. Fed.R.Bankr.P. 1007(f).
applicable must be to	Individual Debtor's Statement of Compliance with Credit Counseling Requirement (Exhibit D to Official Form 1); ate of Credit Counseling and Debt Repayment Plan, if applicable; Section 109(h)(3) certification or § 109(h)(4) request, if le. Exhibit D must be filed WITH the petition. If applicable, the Certificate of Credit Counseling and Debt Repayment Plan filed with the petition or within 14 days. If applicable, the § 109(h)(3) certification or the § 109(h)(4) request must be filed be petition. Fed.R.Bankr.P. 1007(b)(3), (c).
□ Required	Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" (Director's Form 280). If a "bankruptcy petition preparer" prepares the petition. Must be submitted WITH the petition. 11 U.S.C. §110(h)(2).
Fed.R.Ba	<b>Statement of Current Monthly Income, etc</b> . (Official Form 22C). Must be filed with the petition or within 14 days. ankr.P. 1007.
□ 1007(b),	<b>Schedules of Assets and Liabilities</b> (Official Form 6). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. (c).
□ within 14	Schedule of Executory Contracts and Unexpired Leases (Schedule G of Official Form 6). Must be filed with the petition or days. Fed.R.Bankr.P. 1007(b), (c).
□ within 14	Schedules of Current Income and Expenditures (Schedules I and J of Official Form 6). Must be filed with the petition or 4 days. 11 U.S.C. § 521(1) and Fed.R.Bankr.P. 1007(b), (c).
□ (c).	<b>Statement of Financial Affairs</b> (Official Form 7). Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b),
□ before th	Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days e filing of the petition. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 1007(b), (c).
	Chapter 13 Plan. Must be filed with the petition or within 14 days. Fed.R.Bankr.P. 3015.
□ Must be	<b>Statement disclosing compensation paid or to be paid to the attorney</b> for the debtor (Director's Form 203), if applicable. filed within 14 days or any other date set by the court. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b).
	Certificate of Completion of Instructional Course Concerning Financial Management (Official Form 23). Must be filed han the date of the last payment made under the plan or the date of the filing of a motion for a discharge under § 1328(b), unless the provider has notified the court that the debtor has completed the course. 11 U.S.C. § 1328(g)(1) and Fed.R.Bankr.P. 7), (c).
last payn	Statement concerning pending proceedings of the kind described in § 522(q)(1), if applicable. Required if the debtor has exemptions under state or local law as described in §522(b)(3) in excess of \$155,675*. Must be filed no later than the date of the nent made under the plan or the date of the filing of a motion for a discharge under § 1328(b). 11 U.S.C. § 1328(h) and ankr.P. 1007(b)(8), (c).

<sup>\*</sup> Amount subject to adjustment on 4/01/16, and every three years thereafter with respect to cases commenced on or after the date of adjustment.