

NEW PETITION WORKLIST
(IN THE FOLLOWING ORDER)

- () Voluntary Petition (all chapters)
- () “To Be Completed by Individual Chapter 7 Debtor(s) with Primarily Consumer Debts” (Statement for Chapter 7 individuals only - this is included on page 2 of the Voluntary Petition)
- () Exhibit “B” (Chapter 7 individuals only - this is included on page 2 of the Voluntary Petition)
- () Exhibit “A” (Chapter 11 corporations only)
- () List of Creditors Holding 20 Largest Unsecured Claims (Chapters 9 and 11 only)
- () Matrix (original should not be stapled) (For all chapters except Chapter 9, a list of the names and addresses [including Zip Codes] of all creditors and interested parties [excluding the debtor(s) and debtor’s counsel] arranged in the matrix format as specified in Local Bankruptcy Rule 1007(a)-1. A debtor in a Chapter 9 case shall file a Matrix within such time as the court shall fix.)
- () Summary of Schedules (all chapters)
- () Schedule A - Real Property (all chapters)
- () Schedule B - Personal Property (all chapters)
- () Schedule C - Property Claimed as Exempt (all chapters - individuals only)
- () Schedule D - Creditors Holding Secured Claims (all chapters)
- () Schedule E - Creditors Holding Unsecured Priority Claims (all chapters)
- () Schedule F - Creditors Holding Unsecured Nonpriority Claims (all chapters)
- () Schedule G - Executory Contracts and Unexpired Leases (all chapters)
- () Schedule H - Codebtors (all chapters)
- () Schedule I - Current Income of Individual Debtor(s) (all chapters - individuals only)
- () Schedule J - Current Expenditures of Individual Debtor(s) (all chapters - individuals only)
- () Declaration Concerning Debtor’s Schedules (all chapters)
- () Statement of Financial Affairs (all chapters)
- () Declaration Concerning Debtor’s Statement of Affairs (all chapters)
- () Individual Debtor’s Statement of Intention (Chapter 7 only - individuals only)
- () Attorney’s Disclosure Statement (all chapters)

- continued on back

- () Application and Order to Pay Filing Fee in Installments (all chapters - individuals)
- () Chapter 13 Plan (attached to all sets plus 1 extra copy)

FILING FEES:

Miscellaneous Administrative Fee (in lieu of notice fee) - \$39.00 (**All Chapters**)

Filing Fee - \$ 155.00 (Chapter 7).

\$ 15.00 Surcharge Fee is charged for a Chapter 7 case only.

Filing Fee - \$ 800.00 (Chapter 9).

Filing Fee - \$ 800.00 (Chapter 11).

Filing Fee - \$1,000.00 (Chapter 11 Railroad, as so defined).

Filing Fee - \$ 200.00 (Chapter 12).

Filing Fee - \$ 155.00 (Chapter 13).

Filing Fee - Involuntary Cases - Fees are determined by the Chapter under which they are filed. Current case filing fee plus the Misc. Adm. Fee.

Conversion Fees - Surcharge fee of \$15.00 for cases (e.g., Chapter 13 or 11) converting to Chapter 7.

If a debtor converts a Chapter 7 or Chapter 13 case to Chapter 11, the debtor shall pay a fee of \$645.00.

COPY REQUIREMENTS (This includes one copy to return to you):

Original plus 2 copies (Chapter 13)

Original plus 3 copies (Chapter 7)

Original plus 4 copies (Chapters 9, 11, & 12)

EMERGENCY FILING REQUIREMENTS:

- 1) Voluntary Petition with all signatures (2 pages)
- 2) Matrix (For all chapters except Chapter 9, a list of the names and addresses [including Zip Codes] of all creditors and interested parties [excluding the debtor(s) and debtor's counsel] arranged in the matrix format as specified in Local Bankruptcy Rule 1007(a)-1. A debtor in a Chapter 9 case shall file a Matrix within such time as the court shall fix.)
- 3) Filing Fee or the Application and Order to Pay Filing Fee in Installments
- 4) List of Creditors with the 20 Largest Unsecured Claims (Chapters 9 and 11 only)