

**NEW PETITION WORKLIST**  
**(IN THE FOLLOWING ORDER)**

- ( ) Voluntary Petition (all chapters)
- ( ) Exhibit “A” (attachment - Chapter 11 corporations only) (See page 2 of the Voluntary Petition as well)
- ( ) “To Be Completed if Debtor Is an Individual Whose Debts Are Primarily Consumer Debts” or Exhibit “B” (this is included on page 2 of the Voluntary Petition)
- ( ) Exhibit “C” (all chapters, see page 2 of the Voluntary Petition; if answer is yes, must attach Exhibit “C”)
- ( ) 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. )
- ( ) Declaration Concerning Debtor’s Social Security Number (Chapter 13 only) Effective April 2, 2002. (Original only, should not be attached to any other document as document will be “Received” by the Clerk and forwarded to the Standing Chapter 13 Trustee. Pro se debtors are exempted from filing this document but will be required to produce adequate proof of picture identification and Social Security Number at the § 341 meeting of creditors.)
- ( ) 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)

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- ( ) 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)
- ( ) Application and Order to Pay Filing Fee in Installments (all chapters - individuals)
- ( ) Chapter 13 Plan (attached to all sets plus 2 extra copies)

**FILING FEES:**

Miscellaneous Administrative Fee (in lieu of notice fee) - \$30.00 (**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 is charged plus the Misc. Adm. Fee.

Conversion Fee - 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 3 copies (Chapter 13)

Original plus 4 copies (Chapter 7)

Original plus 6 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)