

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners  
Pro Se Debtors

FROM: United States Bankruptcy Court Clerk

SUBJECT: Chapter 11 Checklist

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Minimum Requirements at Time of Filing

**G** Check/cash/money order for \$839.00 (The Court cannot accept a check from debtor[s].)  
(Corporations cannot file application for installments.)

**Original only** of the following:

- G** mailing matrix  
creditor listing in alphabetical order with correct addresses, not to exceed  
4 lines in Courier 10, Prestige Elite or Letter Gothic font, per Local Rule 5005-1.  
NOTE: Please e:mail matrix; instructions on Court's website [www.utb.uscourts.gov](http://www.utb.uscourts.gov)
- G** List of Equity Security Holders
- G** Statement of Social Security Number (Official Form 21)

**Original and three (3) copies** of the following:

- G** Petition, signed by debtor(s) and/or attorney
- G** List of Twenty Largest Unsecured Creditors - include amounts, largest to smallest, and current  
address
- G** if corporation, verification on behalf of corporation
- G** Statement disclosing compensation paid or promised to be paid to the attorney for the debtor

Complete Filing Requirements

(within 15 days after filing the Petition)

**Original and three (3) copies** of the following:

- G** Statement of Affairs
- G** Schedules A through J, Summary of Schedules and Perjury Statements for Schedules signed by  
debtors

See Local Rule 5005-1 & 5005-3 for Filing Papers-Requirements

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