

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners  
Pro Se Debtors

FROM: United State Bankruptcy Court Clerk

SUBJECT: Chapter 13 Checklist

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NOTICE TO DEBTORS FILING A PETITION UNDER CHAPTER 13  
WITHOUT THE CHAPTER 13 PLAN

The Court's policy regarding mailing of a Chapter 13 Plan with the 341 notice is:

Any plan that is docketed and imaged prior to the processing of the 341 Notice to the Bankruptcy Noticing Center will be included with the 341 Notice of Meeting of Creditors. The debtor is responsible for sending a copy of the Plan to the Trustee and to each creditor if the Plan was not mailed by the Court. If a Plan is not filed within 15 days of the filing of the case, your case may be dismissed.

CHECKLIST FOR CHAPTER 13  
Papers Required per Local Rule 5005-1(b)(2)

Minimum Requirements at Time of Filing

**G** check/cash/money order for \$194. (The Court cannot accept a debtor's check.)

**Original only** of the following:

- G** mailing matrix - original only - creditor listing in alphabetical order with correct addresses not to exceed 4 lines in Courier 10, Prestige Elite or Letter Gothic font. Local Rule 5005-1(c) please email the matrix: Instructions
- G** Petition signed by debtor(s) and/or attorney at website at [www.utb.uscourts.gov](http://www.utb.uscourts.gov)
- G** if individual with primary consumer debts, Notice to Individual Consumer Debtor
- G** Declaration of Attorney
- G** Statement of Social Security Number (Official Form 21)

Complete Filing Requirements

**Original only** of the following:

- G** Statement of Affairs (with debtor(s) signature)
- G** Schedules A, B, C, D, E, F, G, H, I, J
- G** Statement of Attorney
- G** Chapter 13 Plan
- G** Plan Summary