

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners  
Pro Se Debtors

FROM: United States Bankruptcy Court Clerk

SUBJECT: Chapter 7 Checklist

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Minimum Requirements at Time of Filing

G check/cash/money order for \$209.00 (The Court cannot accept a check from debtor[s])

**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. Local Rule 5005-1(c).  
NOTE: Please e:mail matrix; instructions on Court's website [www.utb.uscourts.gov](http://www.utb.uscourts.gov)
- G Statement of Social Security Number (Official Form 21)
- G Petition, signed by debtor(s) and attorney
- G if corporation, verification on behalf of corporation

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Complete Filing Requirements

(within 15 days after filing the Petition)

**Original** of the following:

- G Statement of Affairs
- G Schedules A through J, Summary of Schedules and Perjury Statements for Schedules signed by debtors
- G Statement disclosing compensation paid or promised to be paid to the attorney for the debtor
- G Statement of Intention (NOTE: Should be filed within 15 days but not later than 341 hearing)

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