

UNITED STATES BANKRUPTCY COURT
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners
Pro Se Debtors

FROM: United States Bankruptcy Court Clerk

SUBJECT: Chapter 11 Checklist

Minimum Requirements at Time of Filing

- Check/cash/money order/credit card payment for \$1039.00 (**The Court cannot accept a check from debtor[s].**)
(Corporations cannot file application for installments.)

Original only of the following:

- 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 1007-2(b).
NOTE: Please e-mail matrix; instructions on Court's website www.utb.uscourts.gov
- Mailing matrix of domestic support creditors, if any, as defined in § 507(a)(1)(A) and (B), formatted as above
- List of Equity Security Holders
- Statement of Social Security Number (Official Form 21)
- Petition (Official Form 1 Revised 10/06), signed by debtor(s) and/or attorney/petition preparer (with § 342(b) certification)
- If an individual on,
 1. certification on Exhibit D attached to the petition that debtor received pre-filing budget and credit counseling during the 180-day period before the petition was filed, AND a certificate from the counseling agency describing the services provided to the debtor and copy of the debt repayment plan, if any, developed through the agency as required by § 521(b) OR
 2. a request for waiver under § 109(h)(3)(A) on the petition, AND file a separate application for exemption and a pending order granting the application, OR
 3. a request for determination under § 109(h)(4)

OVER

- If a small business, append to the petition the most recent balance sheet, statement of operations, cash-flow statement, and Federal income tax return, or a statement made under penalty of perjury that these documents have not been prepared or filed
- List of Twenty Largest Unsecured Creditors (excluding insiders) - include amounts, largest to smallest, and current address
- If corporation, verification on behalf of corporation (Official Form 2)
- Statement disclosing compensation paid or promised to be paid to the attorney for the debtor

Additional Filing Requirements

(must be filed within 15 days after filing the petition)

- Statement of Financial Affairs (Official Form 7 revised 10/05)
- Schedules A through J, Summary of Schedules, Statistical Summary of Certain Liabilities and Perjury Statements for Schedules signed by debtors (Official Form B6 revised 10/05)
- Statement of Current Monthly Income and Means Test Calculation (Official Form 22B)
- Notice to Debtor by **Non-Attorney** Bankruptcy Petition Preparer and Declaration and Signature of **Non-Attorney** Bankruptcy Petition Preparer (Official Forms 19A/19B)(if applicable)
- Payment advices certification and copies of all payment advices or other evidence of payment received within 60 days before the date of the filing of the petition, by the debtor from any employer of the debtor, or a statement under penalty of perjury concerning payment advices
- Record of any interest that debtor has in an education individual retirement account or a qualified State tuition program as set forth in § 521(c)

ALL Chapter 11 debtors must also provide to the U.S. Trustee within 20 days after filing the petition, an initial financial report in the form approved by the U.S. Trustee, and evidence of any permits, licenses of operations, and any policies of insurance maintained by the debtor.

Refer to Standing Orders #1, 2 and 3; Local Rule 1007-2 for Filing Papers-Requirements.