

UNITED STATES BANKRUPTCY COURT
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners
Pro Se Debtors

FROM: United States Bankruptcy Court Clerk

SUBJECT: Chapter 7 Checklist

Minimum Requirements at Time of Filing

- check/cash/money order/credit card payment for \$299.00 (**The Court cannot accept a check from debtor[s]**)

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. 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
- Statement of Social Security Number (Official Form 21)
- Petition (Official Form 1 Revised 10/06), signed by debtor(s) and 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)
- If corporation, verification on behalf of corporation (Official Form 2)

OVER

Additional Filing Requirements

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

Original only of the following:

- 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 Intention, if required under § 521 of the Code (due within 30 days)(Official Form 8 revised 10/05)
- Statement disclosing compensation paid or promised to be paid to the attorney for the debtor
- Statement of Current Monthly Income and Means Test Calculation (Official Form 22A)
- Notice to Debtor by **Non-Attorney** Bankruptcy Petition Preparer and Declaration and Signature of **Non-Attorney** Bankruptcy Petition Preparer (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)

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

If the debtor is an individual, the debtor must also provide to the trustee not later than 7 days before the date first set for the first meeting of creditors, a copy of the Federal income tax return for the most recent tax year ending immediately before the commencement of the case.

Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management (Official Form B23) must be filed before a discharge order can be issued. A certificate from the Personal Financial Management providers alone will not suffice.