

UNITED STATES BANKRUPTCY COURT
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners
Pro Se Debtors

FROM: United State Bankruptcy Court Clerk

SUBJECT: Involuntary Checklist

Minimum Requirements at Time of Filing

G Filing Fee - Chapter 7: \$209.00; Chapter 11: \$839.00 - check/cash/money order

Original only of the following:

- G Petition, signed by creditor(s)
- G Summons

(Note: no matrix will be included at the time of filing)
(Chapter 12/13 cannot be filed as involuntary)

See Local Rule 5005-1 for Filing Papers-Requirements

Deputy Clerk's Duties

- G Time stamp petition
- G Print "involuntary" on case file folder
- G Stamp case number on Petition, Summons form
- G Issue Summons; check answer date (20 days)
- G Issue receipt
- G Draw judge assignment

Rev. 11/03