

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

- cashier's check/cash/money order/credit card payment/check drawn on the account of the filing attorney for \$1717.00 (**Checks from debtors will not be accepted**) *See* Local Rule 5080-1. (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. *See* Local Rule 1007-1(b).
 - NOTE: Please e-mail matrix; instructions are available on the on Court's website at: <https://www.utb.uscourts.gov/forms/list-creditors-instructions>
- Mailing matrix of domestic support creditors, if any, as defined in 11 U.S.C. § 507(a)(1)(A) and (B), formatted as described above
- List of Equity Security Holders
- Statement of Social Security Number (Official Form 21)
- Petition (Official Form 1 Revised 12/07), signed by debtor(s) and/or attorney/petition preparer (with 11 U.S.C. § 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 11 U.S.C. § 521(b) OR
 2. A request for waiver under U.S.C. § 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 U.S.C. § 109(h)(4). *See* Local Rule 1007-1 (d).

- 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 addresses
- 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 14 days after filing the petition)

- Statement of Financial Affairs (Official Form 7 revised 12/12)
- Schedules A through J, Summary of Schedules, Statistical Summary of Certain Liabilities and Perjury Statements for Schedules signed by debtors (Official Form 6 revised 12/07)
- 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)
- Record of any interest that debtor has in an education individual retirement account or a qualified State tuition program as set forth in U.S.C. § 521(c)

ALL Chapter 11 debtors must also provide to the U.S. Trustee within 21 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. Local Rule 2081-1.

The copies of 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 must be provided to the Office of the United States Trustee in a case under chapter 11, within 14 days of the petition date.
(See Standing Order Number 12-002)

Refer to Local Rule 1007-1, 2081-1 and 5005-1.

Official Bankruptcy Forms may be obtained from the U.S. Courts' website
www.uscourts.gov/bkforms/index.html.