

UNITED STATES BANKRUPTCY COURT
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners
Pro Se Debtors

FROM: United States Bankruptcy Court Clerk

SUBJECT: Chapter 12 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 \$275.00 (**Checks from debtors will not be accepted**) *See* Local Rule 5080-1

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 Court's website at: <https://www.utb.uscourts.gov/forms/list-creditors-instructions>
- Mailing matrix of domestic support creditors, if any, as defined in U.S.C. § 507(a)(1)(A) and (B), formatted as described above
- Petition (Official Form 1 Revised 12/07) signed by debtor(s) and/or attorney/petition preparer (with § 342(b) certification)
- Official Form 1, Exhibit D
 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 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)
- List of Equity Security Holders (if debtor is a corporation or a partnership)
- Statement of Social Security Number (Official Form 21)

Additional Filing Requirements

(must be filed within 14 days after filing the petition)

- Statement of Financial Affairs (Official Form 7 revised 12/07)
- Schedules A through J and Summary of Schedules (Official Form 6 revised 12/07)
- Statement disclosing compensation paid or promised to be paid to the attorney for the debtor
- 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)

Refer to Local Rules 1007-1, 2082-1 and 5005-1 for Filing Papers-Requirements.

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 case trustee within 14 days of the petition date at the trustee's mailing address or an e-mail address designated by the trustee. (See Standing Order Number 12-002)

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