

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners  
Pro Se Debtors

FROM: United States Bankruptcy Court Clerk

SUBJECT: Chapter 7 Checklist–NON-INDIVIDUAL

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Official Bankruptcy Forms may be obtained from the United States Courts' website  
<http://www.uscourts.gov/forms/bankruptcy-forms>

Local Bankruptcy Forms may be obtained from the United States Bankruptcy Court District of Utah website:  
[https://www.utb.uscourts.gov/forms/local/chap\\_7](https://www.utb.uscourts.gov/forms/local/chap_7)

**Chapter 7 Voluntary Petition For Non-Individuals Minimum Filing Requirements**

- Filing Fee (Local Rule 5080-1): Cashier's check, cash, money order, credit card payment, or check drawn on the account of the filing attorney made payable to "Clerk, U.S. Bankruptcy Court" for \$335.00. **(Checks from debtors will not be accepted)**
- Voluntary Petition for Non-Individuals Filing For Bankruptcy (Official Form 201), with all appropriate signatures on page 4. \*Pursuant to Local Rule 9011-2, **a non-individual may not file a petition without an attorney.**
- Declaration Under Penalty of Perjury for Non-Individual Debtors (Official Form 202)

**Required Documents to be Filed With or Within 2 Days of Filing the Voluntary Petition**

- List of Creditors (Local Rule 1007-1(b))  
Creditor listing in alphabetical order with correct addresses, not to exceed 4 lines in Courier 10, Prestige Elite, or Letter Gothic font.  
NOTE: List of Creditors may be submitted via email; instructions are available on Court's website: <https://www.utb.uscourts.gov/forms/list-creditors-instructions>

**Required Documents to be Filed With or Within 14 Days of Filing the Voluntary Petition**

- Statement of Your Financial Affairs (non-individuals) (Official Form 207)
- Schedules A/B: A Summary of Your Assets and Liabilities (non-individuals) (Official Form 206A/B)
- Schedule D: Creditors Who Hold Claims Secured by Property (non-individuals) (Official Form 206D)
- Schedule E/F: Creditors Who Have Unsecured Claims (non-individuals) (Official Form 206E/F)

- Schedule G: Executory Contracts and Unexpired Leases (non-individuals) (Official Form 206G)
- Schedule H: Your Codebtors (non-individuals) (Official Form 206H)
- Schedule of Current Income and Expenditures (No Official Form Available)
- A Summary of Your Assets and Liabilities (non-individuals) (Official Form 206 Summary)
- Disclosure of Compensation of Attorney For Debtor (Official Form B2030)

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

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