

UNITED STATES BANKRUPTCY COURT
DISTRICT OF UTAH

MEMORANDUM

TO: Bankruptcy Practitioners
Pro Se Debtors

FROM: United States Bankruptcy Court Clerk

SUBJECT: Involuntary Checklist

Minimum Requirements at Time of Filing

- Filing Fee - Chapter 7: \$338.00; Chapter 11: \$1,738.00 - check/cash/money order/credit card payment

Original only of the following:

- Petition, signed by petitioning creditor(s)
- 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

- Time stamp petition
- Stamp case number on Petition, Summons form
- Issue Summons; check answer date (21 days)
- Issue receipt
- Draw judge assignment