

CHECKLIST FOR CHAPTER 11 CASE

Instructions for cases filed on Paper [not for cases filed through CM/ECF]

_____ ***Filing fee of \$839.00** Is check or money order signed?

_____ ***Petition**

Is the petition **signed** by the attorney.

Is the petition **signed** by the debtor [or both joint debtors?] .

Does the petition state the **street address** of the debtor(s)? It is not sufficient to give the court a post office box as the address. Put the post office box in the mailing address section of the petition.

_____ ***B-21 Statement of Social Security Number** – This is a new form. The full social security number must be stated on this form. Only last four digits of SSN are listed on the petition.

_____ ***Mailing matrix and Verification of Matrix**

Attorneys must file the mailing matrix as a text [.txt] file on a 3.5" floppy disk using the format required by the court. Pro se debtors do not need to give us the matrix on disk.

We want all parties filing cases to give us one copy of the matrix on paper and a verification must always be filed with a matrix whether on paper or disk.

_____ ***Corporate Resolution or Partners Consent to Filing** – LBR 1004-1 requires filing of a consent signed by all general partners with a petition for a partnership and LBR 1074-1 requires the filing of a copy of a corporate resolution with petitions filed on behalf of corporations. These should be attached to the appropriate petitions.

_____ ***Exhibit A - (corporate chapter 11 only)**. Please attach an Exhibit A to original petition.

_____ ***List of 20 largest unsecured creditors excluding insiders**

_____ **Schedules and Statement of Affairs** — Schedules of Assets and Liabilities (schedules A thru J) and the Statement of Affairs do not have to be filed with the petition. However they are due within 15 days after the petition is filed unless the judge extends the time for filing them. There is a declaration following the schedules and another declaration following the statement of affairs which must be originally signed by the debtor[s].

*** These documents are required to be filed with the petition.**

SCHEDULES AND STATEMENT OF AFFAIRS – Schedules and Statement of Affairs are due 15 days from the filing of the petition. If they are not filed on time, the court may dismiss the case and bar the debtor from filing a new case for 180 days.

COPIES – We do not require any copies to be filed with the original documents. However, if you wish a file stamped copy for your records, you should include a copy and a self- addressed return envelope with sufficient postage for the copies which you want returned.

STAPLES – Do not staple any documents together – Please use binder clips.