

CHAPTER 11 – CHECKLIST

INDIVIDUAL/JOINT (as of 09/2024)

* Indicates documents needed for a **BASIC** or **EMERGENCY** filing.

*\$1738.00 Filing Fee **OR** Application to Pay in Installments (Form B103A)

- Acceptable forms of payment include corporate checks, cashier's or certified checks, and money orders made payable to the Clerk, United States Bankruptcy Court. Note: Personal checks and cash are not accepted.
- **OR** see Online Fee Payment Instructions at <https://www.gamb.uscourts.gov/USCourts/filing-without-attorney>
 - Online Payment is the preferred method of payment. Note: Case number required; pay online after filing petition.
- Attorneys must settle charges through CM/ECF via Pay.gov using a debit card, credit card, or ACH (Automated Clearing House) payment.

*Creditor Matrix (Names and addresses of all creditors of the debtor)

- See Local Bankruptcy Rule 1007-2
- Typed in a single column - left justified; 10 or 12 Characters Per Inch
- Two blank lines between each creditor name/address
- Handwritten is also acceptable if pro se (no attorney)

* Verification (Certification) of Debtor Matrix (Local Form)

* Form 101 - Voluntary Petition for Individuals Filing for Bankruptcy

* Form 121 (Indv only) - Statement of Social Security Number AND if pro se, copy of driver's license or picture ID

* Form 104 - List of Creditors Who Have the 20 Largest Unsecured Claims Against You Who Are Not Outsiders

The below are **REQUIRED** to be filed with the petition **OR** within **14 days** thereafter or case may be dismissed.

Exceptions: Application to Employ (21 days) and Financial Management Certificate (due prior to discharge)

Schedules:

Form 106 Sum	Summary of Your Assets and Liabilities
Form 106A/B	Schedule A/B Property
Form 106C	Schedule C The Property You Claim as Exempt
Form 106D	Schedule D Creditors Who Hold Claims Secured By Property
Form 106E/F	Schedule E/F Creditors Who Have Unsecured Claims
Form 106G	Schedule G Executory Contracts and Unexpired Leases
Form 106H	Schedule H Your Co-debtors
Form 106I	Schedule I Your Income
Form 106J	Schedule J Your Expenses
Form 106J-2	Schedule J-2 Expenses for Separate Household of Debtor 2
Form 106 Dec	Declaration Under Penalty of Perjury for Individual Debtors

Form 107 Statement of Financial Affairs for Individuals Filing for Bankruptcy

Form 122B Chapter 11 Statement of Your Current Monthly Income

Form 2030 Disclosure of Compensation of Attorney for Debtor [not applicable if pro se (no attorney)]

Application for Employment of Attorney and proposed order; due in 21 days [not applicable if pro se (no attorney)]

Small Business Case only:

- **Federal Income Tax Return** (or statement made under penalty of perjury that no return filed)
- **Cash Flow Statement** (or statement made under penalty of perjury that no cash flow statement prepared)
- **Statement of Operations** (or statement made under penalty of perjury that no stmt of ops prepared)
- **Balance Sheet** (or statement made under penalty of perjury that no balance sheet prepared)

Payment Advices or Other Evidence of Payment Received from any employer within the past 60 days

Certificate of Credit Counseling

- Counseling required prior to filing; certificate due within 14 days
- See the below link, Filing Without an Attorney, then Information for Parties Who Have No Attorneys, Attachment A

Certificate of Personal Financial Management

- Due prior to discharge; not required to file a petition

Pro Se Debtor Statement of Assistance (Local Form)

Forms may be obtained from our Court website at:

- <https://www.gamb.uscourts.gov/USCourts/forms> (See Official Court Forms and Local Forms)
- Alternatively, you may obtain a paper packet of basic/emergency forms at our **Columbus or Macon Offices**.
- The link on our website entitled **Filing Without an Attorney** also provides beneficial information. (www.gamb.uscourts.gov)

Please note that members of the Clerk's staff are **barred** from assisting with the completion of these forms.