

CHAPTER 11 - CHECKLIST

NON-INDIVIDUAL (CORPORATION/PARTNERSHIP/OTHER) (as of 09/2024)

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

*\$1738.00 Filing Fee

- 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 201 - Voluntary Petition for Non-Individuals Filing for Bankruptcy (and Form 201A if applicable)**

* **Form 204 - 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.

Exception: Application to Employ (21 days)

Schedules:

Form 206 Sum	Summary of Your Assets and Liabilities (non-individuals)
Form 206A/B	Schedule A/B Property (non-individuals)
Form 206D	Schedule D Creditors Who Hold Claims Secured By Property (non-individuals)
Form 206E/F	Schedule E/F Creditors Who Have Unsecured Claims (non-individuals)
Form 206G	Schedule G Executory Contracts and Unexpired Leases (non-individuals)
Form 206H	Schedule H Your Co-debtors (non-individuals)
Form 202 Dec	Declaration Under Penalty of Perjury for Non-Individual Debtors

Form 207 Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy

Form 2030 Disclosure of Compensation of Attorney for Debtor

Application for Employment of Attorney and proposed order; due in 21 days

Corporate Ownership Statement (Rule 1007a)

Equity Security Holders List

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)

Forms may be obtained from our Court website at: <https://www.gamb.uscourts.gov/USCourts/forms> (**See Official Court Forms and Local Forms**)

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