

CHAPTER 12 - CHECKLIST

INDIVIDUAL/NON-INDIVIDUAL (as of 09/2024)

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

*\$278.00 Filing Fee **OR** Application to Pay in Installments (Form B103A) – Individual only

- 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 Indv OR 201 Non-Indv - Voluntary Petition for Individuals OR Non-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**

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) and Chapter 12 Plan (90 days)

Schedules:

Form 106 or 206 Sum	Summary of Your Assets and Liabilities
Form 106A/B or 206A/B	Schedule A/B Property
Form 106C (Indv only)	Schedule C The Property You Claim as Exempt
Form 106D or 206D	Schedule D Creditors Who Hold Claims Secured By Property
Form 106E/F or 206E/F	Schedule E/F Creditors Who Have Unsecured Claims
Form 106G or 206G	Schedule G Executory Contracts and Unexpired Leases
Form 106H or 206H	Schedule H Your Co-debtors
Form 106I (Indv only)	Schedule I Your Income
Form 106J (Indv only)	Schedule J Your Expenses
Form 106J-2 (Indv only)	Schedule J-2 Expenses for Separate Household of Debtor 2
Form 106 Dec or 202 Dec	Declaration

Form 107 or 207 Statement of Financial Affairs

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)]

Corporate Ownership Statement (Rule 1007a) (Non-Indv only, if applicable)

Payment Advices or Other Evidence of Payment Received from any employer within the past 60 days (Indv only)

Certificate of Credit Counseling- (Indv only)

- 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

Pro Se Debtor Statement of Assistance (Local Form)

Chapter 12 Plan (due within 90 days)

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.