

CHAPTER 13 - CHECKLIST

INDIVIDUAL/JOINT (as of 09/2024)

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

***\$313.00 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 - 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: The Financial Management Certificate (Form 423) is due prior to discharge

Schedules:

Form 106 Sum	Summary of Your Assets and Liabilities and Certain Statistical Information
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 About an Individual Debtor's Schedules

Form 107 Statement of Financial Affairs for Individuals Filing for Bankruptcy

Form 122C-1 Ch 13 Statement of Current Monthly Inc/Calc of Commitment Period (and Form 122C-2 if applicable)

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

Chapter 13 Plan Local Form required; do not use Official Form.

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.