

NEW CASE FILING CHECKLISTS

Chapter 7 Filing Guidelines

The following is a list of documents that should be filed at the beginning of a Chapter 7 case. Failure to file all documents will result in a Deficiency Notice or, in some instances, an Order Directing Immediate Compliance to be issued.

- Voluntary petition (3 pages)
- Schedules A – J with Declaration, Summary of Schedules and Statistical Information
- Statement of Financial Affairs with Declaration
- Statement of Intention regarding secured property
- Notice to Individual Debtor under 11 U.S.C. 342(b), if applicable
- Statement Disclosing Attorney Compensation
- Mailing matrix (list of creditors)
- Statement of Current Monthly Income and Means Test Calculation (Form 22A)
 - Applies only if debts are primarily consumer debts.
 - Should be filed as a separate .pdf from schedules, statements and other documents.
- Exhibit D – Individual Debtor’s Stmt of Compliance with Credit Counseling Req. (Form B25)
 - Pre-petition credit counseling (*not the same as post-petition Debtor Education Course*).
 - A separate Exhibit D must be filed for each individual debtor in a joint case.
 - Certificate of Credit Counseling issued by credit counseling agency may be attached.
 - Request for exemption from counseling requirement must be filed by motion.
 - Should be filed as a separate .pdf from schedules, statements and other documents.
- Copies of all payment advices (*i.e., employee income records*) or other evidence of payment received from the debtor from any employer within 60 days before the filing of the petition.
 - Identifiers (*e.g., social security number*) should be redacted before filing
 - If debtor has not received payment from an employer, please file a document indicating same by using the event located under **Bankruptcy > Initial Filing Documents > Payroll Advices > Employee Income Records-Statement or Certification of No Employer Income**. Local Form Number 16 can be used for this purpose.
 - Should be filed as a separate .pdf from schedules, statements and other documents.

Chapter 13 Filing Guidelines

The following is a list of documents that should be filed at the beginning of a Chapter 13 case. Failure to file all documents will result in a Deficiency Notice or, in some instances, an Order Directing Immediate Compliance to be issued.

- Voluntary petition (3 pages)
- Schedules A – J with Declaration, Summary of Schedules and Statistical Information
- Statement of Financial Affairs with Declaration
- Notice to Individual Debtor under 11 U.S.C. 342(b), if applicable
- Statement Disclosing Attorney Compensation
- Mailing matrix (list of creditors)
- Statement of Current Monthly Income and Disposable Income Calculation (Form 22C)
 - Applies only if debts are primarily consumer debts.
 - Should be filed as a separate .pdf from schedules, statements and other documents.
- Exhibit D – Individual Debtor’s Stmt of Compliance with Credit Counseling Req. (Form B25)
 - Pre-petition credit counseling (*not the same as post-petition Debtor Education Course*).
 - A separate Exhibit D must be filed for each individual debtor in a joint case.
 - Certificate of Credit Counseling issued by credit counseling agency may be attached.
 - Request for exemption from counseling requirement must be filed by motion.
 - Should be filed as a separate .pdf from schedules, statements and other documents.
- Copies of all payment advices (*i.e., employee income records*) or other evidence of payment received from the debtor from any employer within 60 days before the filing of the petition.
 - Identifiers (*e.g., social security number*) should be redacted before filing
 - If debtor has not received payment from an employer, please file a document indicating same by using the event located under **Bankruptcy > Initial Filing Documents > Payroll Advices > Employee Income Records-Statement or Certification of No Employer Income**. Local Form Number 16 can be used for this purpose.
 - Should be filed as a separate .pdf from schedules, statements and other documents.
- Chapter 13 Plan
 - You must use the Chapter 13 Form Plan used in the Northern District of Florida.
 - Should be filed as a separate .pdf from schedules, statements and other documents.