



**United States Bankruptcy Court  
Northern District of Florida**  
Traci E. Abrams, Clerk of Court

**REQUIREMENTS FOR PEOPLE  
FILING FOR BANKRUPTCY  
WITHOUT AN ATTORNEY**

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**Tallahassee Division**  
110 E. Park Ave., Ste. 100  
Tallahassee, Florida

**Pensacola Division**  
100 N. Palafox St., Ste. 154  
Pensacola, Florida

*The Gainesville and Panama City locations are not staffed.*

**Mailing Address**

U.S. Bankruptcy Court  
110 East Park Avenue, Suite 100  
Tallahassee, FL 32301

**Telephone, Help Desk, and Website**

Help Desk Phone: (888) 765-1752  
Help Desk Email: [CMECF\\_HelpDesk@flnb.uscourts.gov](mailto:CMECF_HelpDesk@flnb.uscourts.gov)  
Website: [www.flnb.uscourts.gov](http://www.flnb.uscourts.gov)

***Employees of the Clerk's Office are not permitted to assist you in preparing your petition, schedules, or other documents, nor is it allowable for Clerk's Office staff to provide you with legal advice or attorney recommendations.***

*The information contained in this package is intended to answer frequently asked questions from debtors not represented by an attorney (pro se debtors) and is not to be interpreted as legal advice or to serve as a complete guide as to what is required to be filed, provided, or completed in your case. This information is subject to change without notice. Please review the Court's website at [www.flnb.uscourts.gov](http://www.flnb.uscourts.gov) for the most recent information and forms.*

**NOTICE:** When filing bankruptcy, you must certify that you have read **Official Form B 2010, Notice Required by 11 U.S.C. § 342(b) for Individuals Filing Bankruptcy**, a copy of which is included in this information packet.

## **BEFORE FILING A BANKRUPTCY PETITION:**

Please review the following information before you file bankruptcy. These websites will answer many of your questions and help you determine how to proceed.

- **Official Form B 2010, Notice Required by 11 U.S.C. § 342(b) for Individuals Filing Bankruptcy:** This form, available on the U.S. Courts' Forms page, provides information about each chapter under which you may file bankruptcy  
<http://www.uscourts.gov/forms/bankruptcy-forms/notice-required-11-usc-ss-342b-individuals-filing-bankruptcy>
  
- **Bankruptcy Basics:** This website provides general information about federal bankruptcy laws and the bankruptcy process as well as a Glossary of terms you will need to know when completing your bankruptcy forms and during the bankruptcy proceeding.  
<http://www.uscourts.gov/services-forms/bankruptcy/bankruptcy-basics>
  
- **The Discharge in Bankruptcy:** Answers to frequently asked questions regarding the discharge available to individual debtors.  
<http://www.uscourts.gov/services-forms/bankruptcy/bankruptcy-basics/discharge-bankruptcy-bankruptcy-basics>
  
- **Chapters Available to You:** There are four chapters of bankruptcy available to an individual debtor (includes married couples). It is essential that you select the correct chapter under which to file for your bankruptcy to be successful.

### **Chapter 7 - Liquidation**

<http://www.uscourts.gov/services-forms/bankruptcy/bankruptcy-basics/chapter-7-bankruptcy-basics>

### **Chapter 11 - Reorganization of debts**

<http://www.uscourts.gov/services-forms/bankruptcy/bankruptcy-basics/chapter-11-bankruptcy-basics>

### **Chapter 12 - Family Farmer or Family Fishermen**

<http://www.uscourts.gov/services-forms/bankruptcy/bankruptcy-basics/chapter-12-bankruptcy-basics>

### **Chapter 13 - Individual Debt Adjustment**

<http://www.uscourts.gov/services-forms/bankruptcy/bankruptcy-basics/chapter-13-bankruptcy-basics>

If you do not have internet access you may view this information using computers in the lobby of the Clerk's Office at either the Tallahassee or Pensacola location or at your local library.

## **CREDIT COUNSELING AND DEBTOR EDUCATION**

All individuals filing bankruptcy are required to obtain credit counseling from an approved provider within six months *before* filing bankruptcy. You will also be required to complete a course in personal financial management *after* filing bankruptcy. Failure to obtain the required certifications may result in dismissal of your case or not receiving a discharge. You may find lists of approved providers of these programs on the U.S. Trustee's website at <http://www.justice.gov/ust/credit-counseling-debtor-education-information>.

## **OBTAINING LEGAL ASSISTANCE:**

Individuals, including married couples, can file bankruptcy without an attorney but we strongly recommend that you obtain legal counsel. Bankruptcy law can be very confusing and you will be expected to follow the same rules and procedures as an attorney would. Failure to do so could result in dismissal of the case or other sanctions. More information on filing without an attorney is available at <http://www.uscourts.gov/services-forms/bankruptcy/filing-without-attorney>.

The following resources are available if you wish to retain an attorney and are interested in learning about qualifications for receiving *pro bono* (free) or reduced fee legal representation:

### **The Florida Bar Association Lawyer Referral Service**

<https://www.floridabar.org/member/lrs/request/>

### **The Bankruptcy Pro Bono Resource Locator (American Bankruptcy Institute)**

<http://bankruptcyresources.org/content/resources?state=FL>

### **FloridaLawHelp.org**

<https://floridalawhelp.org>

### **Florida Free Legal Answers**

<https://florida.freelegalanswers.org>

### **Legal Services of North Florida**

[www.lsnf.org](http://www.lsnf.org) or find the location nearest you at [www.lsnf.org/contact](http://www.lsnf.org/contact)

Locations in Fort Walton Beach, Panama City, Pensacola, Tallahassee, and Quincy

### **Three Rivers Legal Services**

[www.trls.org](http://www.trls.org)

901 NW 8th Ave., Ste. D-5, Gainesville, FL 32608, (352) 372-0519

### **The Northern District of Florida Bankruptcy Pro Bono Initiative**

(866) 570-6692

*Assistance from these organizations may be based upon the availability of resources and/or your income. Aid and/or legal representation from these entities is not guaranteed.*

## **CREDIT RATING & REPORT**

The U.S. Bankruptcy Court is not responsible for credit reports or the information reported by the credit bureaus. Your bankruptcy record will be public information and the information contained in it, with the exception of personally identifiable information such as your Social Security Number, can be accessed by anyone. Any disputes you have with a credit agency must be resolved by you and that agency.

## **FORMS FOR FILING BANKRUPTCY:**

The forms for filing bankruptcy are available free of charge on the website of the U.S. Courts (see "Official Bankruptcy Forms" link below) or are available for purchase from most major office supply retailers. Before proceeding, please determine the chapter you should file and then use Official Form B2000 to determine the Required Lists, Schedules, Statements, and Fees required for that chapter. There are detailed instructions that accompany many of the bankruptcy forms which may be of use to you.

### **Official Bankruptcy Forms**

<http://www.uscourts.gov/forms/bankruptcy-forms>

### **Required Lists, Schedules, Statements, and Fees (Official Form B2000)**

<http://www.uscourts.gov/forms/bankruptcy-forms/required-lists-schedules-statements-and-fees>

**Local Forms:** Forms required in the U.S. Bankruptcy Court for the Northern District of Florida only. These forms may not be applicable to your bankruptcy case but are available if needed. If filing bankruptcy without an attorney, you must complete and file Local Form 1, Debtor's Statement of Assistance, with your petition.

<http://www.flnb.uscourts.gov/forms>

**Mailing Matrix:** You will be required to provide a "mailing matrix" with your bankruptcy petition. This is a list of the names and addresses of all creditors who should be notified of your bankruptcy filing. Instructions for creating a mailing matrix are provided in Local Form 1-Inst, Instructions for creating a Creditor Mailing Matrix, on our website at

<http://www.flnb.uscourts.gov/sites/default/files/forms/inst1.pdf>

The Clerk's Office requires the original of all documents submitted for filing. We advise that you keep copies of your petition, schedules, statements, Order of Discharge, and if applicable, Order of Dismissal for your permanent records. The Clerk's Office can provide copies of other pertinent documents in your case for a fee. If you wish to provide an extra copy of your bankruptcy papers when you file your bankruptcy, we will time-stamp your copy with the date and time it was received and provide your case number for your records.

## **FILING FEES:**

The filing fee must be paid at the time of filing the bankruptcy petition unless the petition is accompanied by a signed Application to Pay the Filing Fees in Installments (Official Form 103A) or a signed Application to Have the Chapter 7 Filing Fee Waived (Official Form 103B), both of which must be approved by the court.

The current filing fee for each chapter as well as a suggested payment plan for paying in installments is noted in the *Filing Fees and Miscellaneous Fees* schedule attached to this document or is available on our website at <http://www.flnb.uscourts.gov/court-resources/filing-fees>.

### **Application to Pay the Filing Fees in Installments**

<http://www.uscourts.gov/forms/individual-debtors/application-individuals-pay-filing-fee-installments>

When paying in installments, your installment plan may not exceed three installments and all fees must be paid no later than 120 days from the date the petition is filed. You will not receive a discharge if filing fees are not paid in full.

If your application is denied, you must pay the remaining filing fee in full or your case will be dismissed. Applications to pay in installments in Chapter 11 cases must be approved by the judge prior to filing the case.

**FAILURE TO PAY FILING FEES AS DIRECTED WILL LEAD TO DISMISSAL OF YOUR BANKRUPTCY CASE.**

### **Application to Have the Chapter 7 Filing Fee Waived**

<http://www.uscourts.gov/forms/individual-debtors/application-have-chapter-7-filing-fee-waived>

If your income is less than 150% of the official poverty line and you are unable to pay your filing fee in full or in installments, you may request a waiver of the filing fee by completing an Application to Have the Chapter 7 Filing Fee Waived (Official Form 103B).

Information about the poverty guidelines is available on the website of the U.S. Department of Health and Human Services at <https://aspe.hhs.gov/poverty-guidelines>.

### **Acceptable Forms of Payment**

We can only accept **cash** (exact change only), **money orders**, or **cashier's checks** from debtors. Personal checks, two-party checks, post-dated checks, debit cards, and credit cards will not be accepted.

### **Plan Confirmation Withheld for Failure to Pay Fees**

Fees must be paid prior to confirmation in chapter 11, 12, and 13 cases pursuant to 11 U.S. Code § 1129(a)(12) and Federal Rules of Bankruptcy Procedure 1325(a)(2) and 1225(a)(2).

### **§341 MEETING OF CREDITORS**

The date, time, and location of the Meeting of Creditors ("341 Meeting") will be mailed to you and all of your creditors after your bankruptcy petition is filed. Please read your notice carefully to determine when and where you are to attend the meeting. Meetings are held in Gainesville, Panama City, Pensacola, and Tallahassee. You must provide photo identification and proof of your Social Security Number at the 341 Meeting. If filing a joint bankruptcy case, both you and your spouse must attend the 341 Meeting. **Failure to attend your 341 Meeting could result in your case being dismissed.**

### **TAX RETURN REQUIRED**

Pursuant to 11 U.S.C. 521(e)(2), you must provide a copy of your Federal Income Tax Return (or transcript of return) for the most recent tax year ending before the filing of the bankruptcy case ***to the trustee*** no later than seven days before the 341 Meeting. The trustee's name and mailing address are contained in the Notice of Bankruptcy Case filing with the 341 Meeting information. Do not file your tax returns with the bankruptcy court unless you are told to do so.

### **APPROPRIATE COURTROOM ATTIRE & CONDUCT**

You will be required to present photo identification anytime you enter a federal courthouse. You must always dress in a manner demonstrating respect for the court. Traditional business attire is appropriate; jeans, shorts, and t-shirts are not. Electronic devices, including cell phones, are not permitted in the federal courthouses.

### **REAFFIRMATION AGREEMENTS**

Reaffirming a debt is voluntary; you are not required to reaffirm any debt. A reaffirmed debt remains your personal legal obligation. Your reaffirmed debt is not discharged in your bankruptcy case. That means that if you default on your reaffirmed debt after your bankruptcy case is over, your creditor may be able to take your property or your wages. You may use the following official forms to pursue and/or file a reaffirmation agreement:

**Reaffirmation Agreement Cover Sheet (Official Form B427)**

[http://www.uscourts.gov/sites/default/files/form\\_b427.pdf](http://www.uscourts.gov/sites/default/files/form_b427.pdf)

**Reaffirmation Agreement (Official form B2400)**

[http://www.uscourts.gov/sites/default/files/b240ab\\_alt.pdf](http://www.uscourts.gov/sites/default/files/b240ab_alt.pdf)

**OTHER RESOURCES AVAILABLE TO YOU**

Title 11 United States Code - the Bankruptcy Code (11 U.S.C.)  
<https://www.law.cornell.edu/uscode/text/11>

Federal Rules of Bankruptcy Procedure (Fed. R. Bankr. P.)  
<http://www.uscourts.gov/rules-policies/current-rules-practice-procedure/federal-rules-bankruptcy-procedure>

Local Rules for the U.S. Bankruptcy Court for the Northern District of Florida (N.D. Fla. LBR)  
<http://www.flnb.uscourts.gov/court-resources/local-rules>

Website of the U.S. Bankruptcy Court for the Northern District of Florida  
[www.flnb.uscourts.gov](http://www.flnb.uscourts.gov)

Website of the U.S. Courts, Bankruptcy Services, Forms, and Information  
<http://www.uscourts.gov/services-forms/bankruptcy>

# Notice Required by 11 U.S.C. § 342(b) for Individuals Filing for Bankruptcy (Form 2010)

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## This notice is for you if:

- **You are an individual filing for bankruptcy, and**
- **Your debts are primarily consumer debts.** *Consumer debts* are defined in 11 U.S.C. § 101(8) as “incurred by an individual primarily for a personal, family, or household purpose.”

The types of bankruptcy that are available to individuals

Individuals who meet the qualifications may file under one of four different chapters of the Bankruptcy Code:

- Chapter 7 — Liquidation
- Chapter 11 — Reorganization
- Chapter 12 — Voluntary repayment plan for family farmers or fishermen
- Chapter 13 — Voluntary repayment plan for individuals with regular income

**You should have an attorney review your decision to file for bankruptcy and the choice of chapter.**

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## Chapter 7: Liquidation

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	\$245	filing fee
	\$75	administrative fee
+	\$15	trustee surcharge
	\$335	total fee

Chapter 7 is for individuals who have financial difficulty preventing them from paying their debts and who are willing to allow their non-exempt property to be used to pay their creditors. The primary purpose of filing under chapter 7 is to have your debts discharged. The bankruptcy discharge relieves you after bankruptcy from having to pay many of your pre-bankruptcy debts. Exceptions exist for particular debts, and liens on property may still be enforced after discharge. For example, a creditor may have the right to foreclose a home mortgage or repossess an automobile.

However, if the court finds that you have committed certain kinds of improper conduct described in the Bankruptcy Code, the court may deny your discharge.

You should know that even if you file chapter 7 and you receive a discharge, some debts are not discharged under the law. Therefore, you may still be responsible to pay:

- most taxes;
- most student loans;
- domestic support and property settlement obligations;



- most fines, penalties, forfeitures, and criminal restitution obligations; and
- certain debts that are not listed in your bankruptcy papers.

You may also be required to pay debts arising from:

- fraud or theft;
- fraud or defalcation while acting in breach of fiduciary capacity;
- intentional injuries that you inflicted; and
- death or personal injury caused by operating a motor vehicle, vessel, or aircraft while intoxicated from alcohol or drugs.

If your debts are primarily consumer debts, the court can dismiss your chapter 7 case if it finds that you have enough income to repay creditors a certain amount. You must file *Chapter 7 Statement of Your Current Monthly Income* (Official Form 122A-1) if you are an individual filing for bankruptcy under chapter 7. This form will determine your current monthly income and compare whether your income is more than the median income that applies in your state.

If your income is not above the median for your state, you will not have to complete the other chapter 7 form, the *Chapter 7 Means Test Calculation* (Official Form 122A-2).

If your income is above the median for your state, you must file a second form—the *Chapter 7 Means Test Calculation* (Official Form 122A-2). The calculations on the form—sometimes called the *Means Test*—deduct from your income living expenses and payments on certain debts to determine any amount available to pay unsecured creditors. If

your income is more than the median income for your state of residence and family size, depending on the results of the *Means Test*, the U.S. trustee, bankruptcy administrator, or creditors can file a motion to dismiss your case under § 707(b) of the Bankruptcy Code. If a motion is filed, the court will decide if your case should be dismissed. To avoid dismissal, you may choose to proceed under another chapter of the Bankruptcy Code.

If you are an individual filing for chapter 7 bankruptcy, the trustee may sell your property to pay your debts, subject to your right to exempt the property or a portion of the proceeds from the sale of the property. The property, and the proceeds from property that your bankruptcy trustee sells or liquidates that you are entitled to, is called *exempt property*. Exemptions may enable you to keep your home, a car, clothing, and household items or to receive some of the proceeds if the property is sold.

Exemptions are not automatic. To exempt property, you must list it on *Schedule C: The Property You Claim as Exempt* (Official Form 106C). If you do not list the property, the trustee may sell it and pay all of the proceeds to your creditors.

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## Chapter 11: Reorganization

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	\$1,167	filing fee
+	\$550	administrative fee
	\$1,717	total fee

Chapter 11 is often used for reorganizing a business, but is also available to individuals. The provisions of chapter 11 are too complicated to summarize briefly.

## Read These Important Warnings

Because bankruptcy can have serious long-term financial and legal consequences, including loss of your property, you should hire an attorney and carefully consider all of your options before you file. Only an attorney can give you legal advice about what can happen as a result of filing for bankruptcy and what your options are. If you do file for bankruptcy, an attorney can help you fill out the forms properly and protect you, your family, your home, and your possessions.

Although the law allows you to represent yourself in bankruptcy court, you should understand that many people find it difficult to represent themselves successfully. The rules are technical, and a mistake or inaction may harm you. If you file without an attorney, you are still responsible for knowing and following all of the legal requirements.

You should not file for bankruptcy if you are not eligible to file or if you do not intend to file the necessary documents.

Bankruptcy fraud is a serious crime; you could be fined and imprisoned if you commit fraud in your bankruptcy case. Making a false statement, concealing property, or obtaining money or property by fraud in connection with a bankruptcy case can result in fines up to \$250,000, or imprisonment for up to 20 years, or both. 18 U.S.C. §§ 152, 1341, 1519, and 3571.

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### Chapter 12: Repayment plan for family farmers or fishermen

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	\$200	filing fee
+	\$75	administrative fee
	\$275	total fee

Similar to chapter 13, chapter 12 permits family farmers and fishermen to repay their debts over a period of time using future earnings and to discharge some debts that are not paid.

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### Chapter 13: Repayment plan for individuals with regular income

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	\$235	filing fee
+	\$75	administrative fee
	\$310	total fee

Chapter 13 is for individuals who have regular income and would like to pay all or part of their debts in installments over a period of time and to discharge some debts that are not paid. You are eligible for chapter 13 only if your debts are not more than certain dollar amounts set forth in 11 U.S.C. § 109.

Under chapter 13, you must file with the court a plan to repay your creditors all or part of the money that you owe them, usually using your future earnings. If the court approves your plan, the court will allow you to repay your debts, as adjusted by the plan, within 3 years or 5 years, depending on your income and other factors.

After you make all the payments under your plan, many of your debts are discharged. The debts that are not discharged and that you may still be responsible to pay include:

- domestic support obligations,
- most student loans,
- certain taxes,
- debts for fraud or theft,
- debts for fraud or defalcation while acting in a fiduciary capacity,
- most criminal fines and restitution obligations,
- certain debts that are not listed in your bankruptcy papers,
- certain debts for acts that caused death or personal injury, and
- certain long-term secured debts.

### Warning: File Your Forms on Time

Section 521(a)(1) of the Bankruptcy Code requires that you promptly file detailed information about your creditors, assets, liabilities, income, expenses and general financial condition. The court may dismiss your bankruptcy case if you do not file this information within the deadlines set by the Bankruptcy Code, the Bankruptcy Rules, and the local rules of the court.

For more information about the documents and their deadlines, go to:

[http://www.uscourts.gov/bkforms/bankruptcy\\_forms.html#procedure](http://www.uscourts.gov/bkforms/bankruptcy_forms.html#procedure).

### Bankruptcy crimes have serious consequences

- If you knowingly and fraudulently conceal assets or make a false oath or statement under penalty of perjury—either orally or in writing—in connection with a bankruptcy case, you may be fined, imprisoned, or both.
- All information you supply in connection with a bankruptcy case is subject to examination by the Attorney General acting through the Office of the U.S. Trustee, the Office of the U.S. Attorney, and other offices and employees of the U.S. Department of Justice.

### Make sure the court has your mailing address

The bankruptcy court sends notices to the mailing address you list on *Voluntary Petition for Individuals Filing for Bankruptcy* (Official Form 101). To ensure that you receive information about your case, Bankruptcy Rule 4002 requires that you notify the court of any changes in your address.

A married couple may file a bankruptcy case together—called a *joint case*. If you file a joint case and each spouse lists the same mailing address on the bankruptcy petition, the bankruptcy court generally will mail you and your spouse one copy of each notice, unless you file a statement with the court asking that each spouse receive separate copies.

### Understand which services you could receive from credit counseling agencies

The law generally requires that you receive a credit counseling briefing from an approved credit counseling agency. 11 U.S.C. § 109(h). If you are filing a joint case, both spouses must receive the briefing. With limited exceptions, you must receive it within the 180 days **before** you file your bankruptcy petition. This briefing is usually conducted by telephone or on the Internet.

In addition, after filing a bankruptcy case, you generally must complete a financial management instructional course before you can receive a discharge. If you are filing a joint case, both spouses must complete the course.

You can obtain the list of agencies approved to provide both the briefing and the instructional course from:

[http://justice.gov/ust/eo/hapcpa/ccde/cc\\_approved.html](http://justice.gov/ust/eo/hapcpa/ccde/cc_approved.html).

In Alabama and North Carolina, go to:

<http://www.uscourts.gov/FederalCourts/Bankruptcy/BankruptcyResources/ApprovedCreditAndDebtCounselors.aspx>.

If you do not have access to a computer, the clerk of the bankruptcy court may be able to help you obtain the list.

United States Bankruptcy Court  
Northern District of Florida

IN RE:

Case No.: \_\_\_\_\_

Chapter: \_\_\_\_\_

Debtor(s)

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**DEBTOR'S STATEMENT OF ASSISTANCE RECEIVED  
IN CONNECTION WITH THE FILING OF THIS CASE**

I DID NOT RECEIVE ANY ASSISTANCE IN PREPARING THIS CASE FOR FILING.

I DID RECEIVE ASSISTANCE IN PREPARING THIS CASE FOR FILING.

1. The person or firm that assisted is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

2. I paid the sum of \$ \_\_\_\_\_

3. I still owe the sum of \$ \_\_\_\_\_

4. I agreed to turn over or give a security interest in the following property:

I (we) \_\_\_\_\_, the Debtor(s), do hereby declare under penalty of perjury, that the statements made are true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Day) (Month) (Year)

\_\_\_\_\_  
Signature of Debtor

\_\_\_\_\_  
Signature of Joint Debtor

United States Bankruptcy Court  
Northern District of Florida

**Filing Fees and Miscellaneous Fees**  
*Effective: December 1, 2016*

<b>Documents and Miscellaneous Fees</b>	<b>Fee</b>
<b>Chapter 7:</b> Petition Installment - Suggested minimum initial payment 3 monthly installment payments Involuntary Chapter 7 Motion to Reopen Joint Case/Split Motion/Conversion to Chapter 11 Motion/Conversion to Chapter 12 or Chapter 13	<b>\$335.00</b> \$125.00 \$70.00/month \$335.00 \$260.00 \$335.00 \$922.00 No fee
<b>Chapter 9:</b> Petition Motion to Reopen Motion/Conversion to Chapter 7	<b>\$1,717.00</b> \$1,167.00 \$15.00
<b>Chapter 11:</b> Petition (Non-Railroad) Installment - ( <i>Judge approval needed</i> ) Involuntary Chapter 11 Motion to Reopen Joint Case/Split Motion/Conversion to Chapter 7 Motion/Conversion to Chapter 12 or Chapter 13	<b>\$1,717.00</b> No minimum \$1,717.00 \$1,167.00 \$1,717.00 \$15.00 No fee
<b>Chapter 12:</b> Petition Installment - Suggested minimum initial payment 3 monthly installment payments Motion to Reopen Joint Case/Split Motion/Conversion to Chapter 7 Motion/Conversion to Chapter 11 Motion/Conversion to Chapter 13	<b>\$275.00</b> \$95.00 \$60.00/month \$200.00 \$275.00 \$60.00 No fee No fee
<b>Chapter 13:</b> Petition Installment - Suggested minimum initial payment 3 monthly installment payments Motion to Reopen Joint Case/Split Motion/Conversion to Chapter 7 Motion/Conversion to Chapter 11 Motion/Conversion to Chapter 12	<b>\$310.00</b> \$100.00 \$70.00/month \$235.00 \$310.00 \$25.00 \$932.00 No fee
<b>Chapter 15:</b> Petition Motion to Reopen	<b>\$1,717.00</b> \$1,167.00
Adversary Proceeding ( <i>No fee if debtor - ch. 7 or 13 - is plaintiff</i> )	\$350.00

Amendments to Schedules of Creditors, Lists of Creditors, Matrix or Mailing List (Includes adding or deleting creditors, changing the amount of a debt or classification of a debt.) <i>(No fee is required to change the address of a previously listed creditor or to add the name and address of a previously listed creditor's attorney; No fee is due when a debtor files a schedule of post-petition debts after converting from Ch. 13 to Ch. 7)</i>	\$31.00
Appeal or Cross Appeal to District Court (docket \$293 and notice fee \$5)	\$298.00
Archives retrieval – First box requested Each additional box requested	\$64.00 \$39.00
Electronic Record Retrieval (FRC): Judiciary Administrative Fee Electronic Record Retrieval Fee Electronic Record Retrieval Page Fee (per page)	\$10.00 \$9.90 \$.65
Copies (per page)	\$.50
Copies printed at public terminal in clerk's office (per page)	\$.10
Certification of document	\$11.00
Direct Appeal or Direct Cross Appeal to Court of Appeals <i>(after payment of \$298 for Appeal)</i>	\$207.00
Exemplification of document	\$22.00
Filing or indexing miscellaneous document	\$47.00
Reproduction of recordings of proceedings	\$31.00
Registering a <b>judgment</b> from another district	\$46.00
Any payment returned or denied for insufficient funds	\$53.00
Search of records (per name or item searched)	\$31.00
Motion to terminate, annul, modify or condition <b>stay</b> ; motion to compel <b>abandonment</b> of property, or a motion to <b>withdraw reference</b> , motion to <b>sell property</b> of the estate free and clear of liens under 11 U.S.C. § 363(f) <i>(No fee is required if motion is consented or codebtor stay §1301; No fee is required if motion is for adequate protection and there is no mention in the prayer seeking relief from stay; No fee for a motion filed by a child support creditor with form required by § 304(g) of the Bankruptcy Reform Act of 1994)</i>	\$181.00
Transfer a <b>Claim</b>	\$25.00
Motion to make redactions to previously filed records in a case	\$25.00
Registry Funds – Funds invested through the Judiciary's Court Registry Investment System (CRIS) are assessed an investment services fee of 2.5 basis points, in addition to the existing registry fund fees.	See Bankruptcy Court's Miscellaneous Fee Schedule, Item 17.