

# Chapter 13 New Voluntary Petition Checklist

## Before Filing a New Petition

- Perform a nationwide search using the [PACER Case Locator](#) to determine if the debtor and/or joint debtor has filed any prior cases within the past 8 years. Any cases found within the past 8 years should be listed on the Voluntary Petition (Form 101) in Part 2, Item 9.
- Review [Form 2000](#), Required Lists, Schedules, Statements, and Fees for Chapter 13 Case.
- Verify all documents have been properly redacted according to [Fed. R. Bankr. P. 9037](#) to ensure that any sensitive or personal information is not made available over the internet. The exception is Form B121 which should be submitted separately as a private event and will not be made available to the public.

## When Filing a New Petition

- Select **Bankruptcy > Open Voluntary BK Case**
- If the full filing fee is to be paid with the filing of the petition, leave the receipt field **blank**. Follow through with payment immediately after new petition is filed.
- If the filing fee is to be paid in installments, enter the capital letter **O** in the receipt field. Docket **Payment of Fee (Full Filing Fee, Installment Payment, Reopen)** to follow through with installment payment.

## Suggested Order of Docket Entries for New Chapter 13 Petition

1. Chapter 13 Voluntary Petition for Individuals (Form 101) (**Combine Items a. – h. and file as one document**)
  - a. 8 Pages of Petition (Numbered 1-8: If Pro Se, Page 7 is omitted; If Attorney, Page 8 is omitted)
  - b. Summary of Your Assets and Liabilities and Certain Statistical Information (Form 106 Sum)
  - c. Schedules A-J (Forms 106 A/B - J)
  - d. Declaration About an Individual Debtor's Schedules (Form 106 Dec)
  - e. Statement of Financial Affairs (Form 107)
  - f. Chapter 13 Statement of Your Current Monthly Income and Disposable Income (122C-1; 122C-2)
  - g. Attorney's Disclosure of Compensation (Form 2030)
  - h. Verification of Creditor Matrix and matrix listing all creditors

**The following documents MUST be filed separately. Do NOT include in the Voluntary Petition event.**

2. Chapter 13 Plan (Form LR 3015-1 A) (Effective January 1, 2019) - **Bankruptcy > Plan > Chapter 13 Plan**
  - Plan must be no larger than 8 ½"x11"
  - If using the fillable form, it must be "flattened" before filing by selecting **File > Print > PDF Printer > OK** or print a copy of the fillable plan and upload a scanned copy into your case.
  - Check the applicable radio buttons in CM/ECF for Valuation, Lien, etc. when docketing your plan.
  - File Supplemental Certificate of Service for the Chapter 13 Plan (Form LR 3015-1(c)), if applicable.
3. Statement of Social Security Number (Form B121) (Must have original signature of Debtor(s)) – **Bankruptcy > Miscellaneous > Social Security-Form B121** (Note: this is a private entry you will not see on docket sheet.)
4. Pay Filing Fee of \$310.00 (If paying the filing fee in full, payment is due at the time of filing) – OR –
5. File Application to Pay Filing Fee in Installments – **Bankruptcy > Miscellaneous > Pay Filing Fee in Installments**
6. Notice of Intent to Pay Filing Fee through Chapter 13 Case (Form LR 1006-1(c)) (if paying through Trustee)
7. Certificate of Credit Counseling – **Bankruptcy > Miscellaneous > Certificate of Credit Counseling**
8. Employee Income Records – **Bankruptcy > Miscellaneous > Employee Income Records**
9. Upload Creditors using .txt file - **Bankruptcy > Creditor Maintenance > Upload list of creditors file.**
  - a. Creditors listed in Supplemental Certificate Form LR 3015-1(c) should be included in Matrix.