

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 \$313.00 (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.