

Chapter 7 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 7 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 7 Petition

1. Chapter 7 Voluntary Petition for Individuals (Form 101) (**Combine Items a. – j. 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. Statement of Intention for Individuals Filing Under Chapter 7 (Form 108)
 - g. Chapter 7 Statement of Your Current Monthly Income (Form 122A-1)
 - h. Chapter 7 Means Test Calculation (Form 122A-2)
 - i. Attorney's Disclosure of Compensation (Form 2030)
 - j. 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. Statement of Social Security Number (Form B121) (for each debtor) (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.)
3. Pay Filing Fee of \$335.00 (If paying the filing fee in full, payment is due at the time of filing) – OR –
4. File Application to Pay Filing Fee in Installments – **Bankruptcy > Miscellaneous > Pay Filing Fee in Installments** – OR –
5. File Application to Have the Chapter 7 Filing Fee Waived (Form 103B) – **Bankruptcy > Motions/Applications > Have Chapter 7 Filing Fee Waived**
6. Certificate of Credit Counseling (for each debtor) – **Bankruptcy > Miscellaneous > Certificate of Credit Counseling**
7. Employee Income Records (for each debtor) – **Bankruptcy > Miscellaneous > Employee Income Records**
8. Upload Creditors using .txt file - **Bankruptcy > Creditor Maintenance > Upload list of creditors file.**