



# U.S. BANKRUPTCY COURT DISTRICT OF ARIZONA

## COPIES REQUIRED FOR FILING DOCUMENTS

### ORIGINAL (Only)

Abandonment, Trustee's Intent to  
Adversary Cover Sheet  
Amendment to Schedules - Ch 7 (Debtor required to notice interested parties, including trustee and U.S. Trustee)  
Assignment of Claim  
Ballot  
Business Operating Report  
Creditor Change of Address  
Debtor(s) Change of Address  
Master Mailing List (MML)  
Monthly Report (Debtor/Attorney to copy U.S. Trustee if Ch. 11; Trustee if Ch. 13)  
Notice of Appearance  
Notice of Deposition  
Notice of Filing Interrogatories  
Proof of Claim  
Request for Notice

### ORIGINAL + ONE

Affidavit  
Affidavit of Default and Entry of Default  
Amendment to Schedules - Ch 11, 12 & 13 (Debtor required to notice interested parties)  
Answer  
Application  
Application or Motion for Abandonment & Notice of Hearing - Ch 11, 12 & 13  
Certificate of Mailing  
Certificate of Service  
Certificate of Service and of No Objection  
Chapter 11 Ballot Report/Tally  
Chapter 11 Plan (If filed separately)  
Chapter 13 Plan (If filed separately)  
Complaint  
Declaration - Employment of Counsel  
Designation of Record & Statement of Issues (Do Not File **Copies** of the Record)  
Disclosure Statement - Ch 11  
Final Accounting  
Judgment  
Memorandum  
Motion  
Motion to Avoid Lien & Notice  
Motion to Lift Stay & Notice  
Motion to Reinstate  
Notice  
Notice of Filing  
Notice Of Hearing  
Notice of Removal

**ORIGINAL + ONE**

Notice of Service  
Objection  
Objection to Confirmation of Chapter 13 Plan  
Opposition  
Order  
Preparers Declaration  
Proposed Findings of Fact & Conclusions of Law  
Reaffirmation (Pro Se)  
Reaffirmation & Attorney Declaration  
Reply  
Response  
Stipulation

**ORIGINAL + TWO**

Joint Pretrial Order  
Joint Pretrial Statement  
List of Witnesses and Exhibits  
Objection to Jurisdiction of BAP on Appeal  
Request for Transcript

**ORIGINAL + THREE**

Motion to Withdraw Reference  
Notice of Appeal and Order (Plus sufficient copies for all interested parties)

**ORIGINAL + FOUR**

Motion for Leave to Appeal

**PETITIONS, STATEMENTS & SCHEDULES (& PLANS IF FILED WITH SCHEDULES)**

<u>Initial Filing</u>	<u>After Initial Filing</u>	<u>Amendments **</u>
Chapter 7: Original + 3	Chapter 7: Original + 2	Chapter 7: Original only
Chapter 11: Original + 6	Chapter 11: Original + 3*	Chapter 11: Original + 1
Chapter 12: Original + 6	Chapter 12: Original + 3	Chapter 12: Original + 1
Chapter 13: Original + 4	Chapter 13: Original + 3*	Chapter 13: Original

- \* Chapter 11 and 13 Plans: Only original + 1 required if filed separately (without schedules)
- \*\* Debtor required to notice interested parties.

NOTE: The copies requested fulfill the requirements of the Phoenix and Yuma Clerk's Offices. Please add copies to satisfy your requirements. **Self-addressed stamped envelope or runner's slip required for the return of conformed copies.**

7/17/98