

CHECKLIST FOR CHAPTER 11 CASE

_____ ***Filing fee of \$830.00**

Is check signed?

_____ ***Petition — Original + 5 copies for court + 1 copy to be returned**

Is the petition **signed** by the attorney.

Is the petition **signed** by [both] debtor(s).

Does the original petition and schedules have two holes punched in the top?

Does the petition state the **street address** of the debtor(s)? It is not sufficient to give the court a post office box as the address. Put the post office box in the mailing address section of the petition.

Does petition state **SS #** or **EIN** and chapter of the case? [See Local Rule 1005-1(b)]

_____ ***Corporate Resolution or Partners Consent to Filing (Original + 3)** LBR 1004-1 requires filing of a consent signed by all general partners with a petition for a partnership and LBR 1074-1 requires the filing of a copy of a corporate resolution with petitions filed on behalf of corporations. These should be attached to the appropriate petitions.

_____ ***Exhibit A - (corporate chapter 11 only).** Please attach an Exhibit A to original petition and each copy.

_____ ***Mailing matrix and Verification of Matrix (Original only if the schedules have been filed with the case. If filing without the schedules, then attach a copy of the matrix to each copy of the petition.**

The matrix must be typed and must conform to the format required by the court?

Have we filed a verification of matrix signed by the debtor[s]?

_____ ***List of 20 largest unsecured creditors excluding insiders — Original plus 6**

_____ **Schedules and Statement of Affairs —** Schedules of Assets and Liabilities (schedules A thru J) and the Statement of Affairs do not have to be filed with the petition. However they are due within 15 days after the petition is filed unless the judge extends the time for filing them. There is a declaration following the schedules and another declaration following the statement of affairs which must be originally signed by the debtor[s].

*** These documents are required to be filed with the petition.**

NOTE— Copies to be returned. If you want a copy of the petition [or other documents] file-stamped and returned you must send the court a self-addressed, stamped envelop with proper postage for return of the documents. We encourage you not to send a full petition and schedules to the court to be returned. It will save everyone time and money if you simply send a copy of the first page of the petition which we will stamp and return. This is fully sufficient to prove the time at which the case was filed by the court.