

CHECKLIST FOR CHAPTER 12 CASE

_____ ***Filing fee of \$230.00**

Is the check or money order signed?

_____ ***Petition — Original + 3 copies for court + 1 copy to be returned.**

Is the petition originally **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)? **A post office box number is not sufficient.** The PO box number should be listed in the mailing address box.

Does the petition state the **SS # or EIN** of the debtor? [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.

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

The court needs an original **typed** matrix conforming to the requirements of the court?

Have we written the debtor's name on the back of the matrix?

Did we attach a verification of the matrix?

_____ **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].

The Chapter 12 Plan must be filed within 90 days of filing petition.

*** 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.