

## CHECKLIST FOR CHAPTER 13 CASE

\_\_\_\_\_ **\*Filing fee of \$185**

Is check signed?

\_\_\_\_\_ **\*Petition (Original + 3 copies for court + 1 copy to be returned to you)**

Is the petition **signed** by the attorney?

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

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

Does the petition state the correct chapter under which the petition is being filed?

Does the petition state the **street address** of the debtor(s)? A post office box is not a sufficient street address. A post office box should be listed in the mailing address box.

Have we listed the **SS #** or the **EIN** on the petition? [See Local Rule 1005-1(b)]

If you are a *pro se* debtor [filing without an attorney], have you listed a telephone number on the petition where the court can reach you?

\_\_\_\_\_ **\*Mailing matrix and \*Verification of Matrix (Original only if the schedules have been filed. If filing without the schedules then attache a copy of the matrix to each copy of the petition. )**

Have we given the court an original **typed** matrix?

Is the matrix in a format that the court will accept?

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

\_\_\_\_\_ **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].

\_\_\_\_\_ **Chapter 13 Plan** — The chapter 13 plan does not have to be filed with the petition, but is due within 15 days after the petition is filed unless the judge extends the time for filing the plan. It is best to file the plan with the 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 document the time at which the case was filed with the court.