

CORRECT SEQUENCE OF PETITION & SCHEDULES AS REQUIRED BY CLERK OF COURT

1. **Voluntary Petition Page** - Official Form Page 1
Signature Page - Request for Relief - Official Form - Page 2
2. **Corporate Resolution** - Required only if debtor is a corporation.
3. **List of Twenty Largest Unsecured Creditors** - Required in Chapter 11 cases only
4. **Statement of Financial Affairs**
Questions 1 through 15 for Individual or Joint Debtors
Questions 1 through 21 for business debtor
5. **Declaration of Statement of Financial Affairs** (Signature Page)
6. **Statement of Intention** (not required in business or Chapter 13 cases)
7. **Schedules A through J**
 - A. Real Property
 - B. Personal Property - Questions 1-33
 - C. Property Claimed as Exempt
 - D. Creditors Holding Secured Claims
 - E. Creditors Holding Unsecured Priority Claims
 - F. Creditors Holding Unsecured Nonpriority Claims
 - G. Executory Contracts and Unexpired Leases
 - H. Co-debtors
 - I. Current Income of Individual Debtor(s)
 - J. Current Expenses of Individual Debtor(s)
8. **Summary of Schedules**
9. **Declaration Concerning Debtor's Schedules**
10. **Disclosure of Attorney's Fee Page**

Documents not required, but sometimes supplied, should be placed behind the Signature Page (Page 2) of the Voluntary Petition. These include the Notice to Individual Consumer Debtors and the Numbered Listing of Creditors.

ADDITIONAL REQUIREMENTS

Mailing Matrix: DO NOT STAPLE the original matrix. Paper clipping the matrix to the petition is acceptable. If copy of the matrix is included in copies in the petition, staple it to the back of the petition copy.

Chapter 13 Plan: Original Plan should be kept separate from the original petition. A copy of the plan should be included in all copies of the petition and placed behind the signature page.

Application to Pay Filing Fee in Installments: A copy of the Application must be included in all copies of petition and placed behind the Signature Page.

*If your computer application inserts unneeded pages, e.g., blank petition pages, please discard.