

Chapter 7 Checklist for Individual Debtors

Part 1: Filing Requirements

Completed	Document to be Filed	Deadline
<input type="checkbox"/>	Voluntary Petition (Official Form 1)	Petition Date (the date the case is filed with the Court)
<input type="checkbox"/>	List of creditors with the name and address of each entity included or to be included on Schedules D, E, F, G, and H	File with the Petition
<input type="checkbox"/>	Individual Debtor's Statement of Compliance with the Credit Counseling Requirement (Exhibit D to the Petition – Official Form 1), with attached Credit Counseling Certificate, or request for waiver and application for exemption from the requirement	File with the Petition
<input type="checkbox"/>	Statement of Social Security Number (Official Form 21)	File with the Petition
<input type="checkbox"/>	Schedules A, B, C, D, E, and F (schedules of assets and liabilities), Schedule G (executory contracts and unexpired leases), Schedule H (Codebtors), and Schedules I and J (Current Income and Expenditures of Individual Debtors) (Official Form 6)	File with the Petition or within 14 days thereafter
<input type="checkbox"/>	Statement of Financial Affairs (Official Form 7)	File with the Petition or within 14 days thereafter
<input type="checkbox"/>	Copies of all payment advices (pay stubs), if any, received by the debtor from an employer within 60 days before the filing of the Petition	File with the Petition or within 14 days thereafter
<input type="checkbox"/>	Statement of Current Monthly Income and Means-Test Calculation (Official Form 22A)	File with the Petition or within 14 days thereafter
<input type="checkbox"/>	A record of any interest that the debtor has in an education individual retirement account or under a qualified State tuition program	File with the Petition or within 14 days thereafter
<input type="checkbox"/>	Individual Debtor's Statement of Intention (Official Form 8)	File within 30 days after the filing of the Petition or on or before the date of the meeting of creditors, whichever is earlier
<input type="checkbox"/>	Certification of Completion of Postpetition Instructional Course Concerning Personal Financial Management (Official Form 23)	File within 60 days after meeting of creditors

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Part 2: Other Required Documents		
Completed	Document to be Provided	Deadline
<input type="checkbox"/>	A copy of the debtor's most recently filed Federal income tax return	Deliver to the Chapter 7 Trustee not later than 7 days before the first date set for the meeting of creditors. <u>Do not file the tax return with the Court.</u>
<input type="checkbox"/>	Evidence of current income such as the most recent payment advice (pay stub), and statements for each of the debtor's bank and investment accounts for the time period that includes the date of the filing of the Petition	Bring copies to the meeting of creditors and make available to the Chapter 7 Trustee
<input type="checkbox"/>	A picture identification issued by a government unit and evidence of social security number, such as your social security card	Bring to the meeting of creditors