

**U.S. BANKRUPTCY COURT, WESTERN DISTRICT OF TEXAS
REQUIRED LISTS, SCHEDULES, STATEMENTS AND FEES
FOR PRO SE INDIVIDUAL DEBTOR
VOLUNTARY CHAPTER 11 CASE**

*Certificate of Credit Counseling **or** Certificate of Exigent Circumstance with proposed order **or** Motion to Waive Credit Counseling with proposed order. Must be filed with the petition for an individual debtor.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B1 Vol Pet Exhibit D

*Filing Fee of \$1213 **or** an Application for the fee to be paid in installments (Official Form 3A **or** an Application to waive the fee (Official Form 3B) with a proposed order (local form). *Note: If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Fee payable in cash (exact change), money order or cashier check only.*

United States Trustee quarterly fee. The debtor, or trustee if one is appointed, is required to pay a fee to the United States trustee at the conclusion of each calendar quarter until the case is dismissed or converted to another chapter. The calculation of the amount to be paid is set out in 28 U.S.C. 1930(a)(6).

*Voluntary Petition (Official Form 1).

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B1 Vol Pet Form

Summary of Schedules (Official Form 6). Must be filed with the petition or within 14 days.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B6 Summary of Schedules

Schedules A - J (Official Form 6A - 6J). Must be filed with the petition or within 14 days.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B6A Sch A Form

B6B Sch B Form

B6C Sch C Form

B6D Sch D Form

B6E Sch E Form

B6F Sch F Form

B6G Sch G Form

B6H Sch H Form

B6I Sch I Form

B6J Sch J Form

Declaration Concerning Debtor's Schedules (Official Form 6-Decl). Must be filed with the petition or within 14 days.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B6 Declaration Concerning Debtor's Schedules

Statement of Financial Affairs (Official Form 7). Must be filed with the petition or within 14 days.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B7 Statement of Financial Affairs

*Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer, if applicable (Official Form 19). Must be filed with the petition if prepared by a "bankruptcy petition preparer."

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B19 Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer

Statement of Current Monthly Income and Means Test Calculation (Official Form B22B). Required if the debtor is an individual with primarily consumer debts. Must be filed with the petition or within 14 days.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B22B Statement of Current Monthly Income and Means Test Calculation (Ch 11)

*Verification of Creditor Matrix (local form) and a Creditor Matrix. Must be filed with the petition.

http://www.txwb.uscourts.gov/sites/default/files/file/matrixe_verification.pdf

Verification of Creditor Matrix

*List of Creditors holding the 20 largest unsecured claims (Official Form 4). Must be filed with the petition.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B4 List of Creditors Holding 20 Largest

*Names and addresses of equity security holders of the debtor. Must be filed with the petition or within 14 days

*Pro Se Questionnaire (local form). Must be filed with the petition.

http://www.txwb.uscourts.gov/sites/default/files/file/prose_questionnaire.pdf

Pro Se Questionnaire

*Statement of Social Security Number (Official Form 21). Must be filed with the petition.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B21 Statement of Social Security Number

Statement concerning pending proceedings of the kind described in Section 11 U.S.C. 522(q)(1), if applicable. Must be filed no later than the date of the last payment

made under the plan or the date of the filing of a motion for a discharge under 11 U.S.C 1141(d)(5)(B).

Small Business Tax Return, if applicable. Note: All other tax returns are NOT filed with the court but are to be submitted to the United States Trustee, see below United States Trustee Requirements.

Financial Management Certificate (Official Form 23). Must be filed within 45 days after the first date set for the 341 meeting of creditors.

http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official

B23 Debtor's Certification of Completion of Instructional Course Concerning Financial Management

United States Trustee Requirements:

Copies of all payment advices (pay stubs) or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition. DO NOT file with the court but provide to the United States Trustee.

Most recent balance sheet, statement of operations, cash-flow statement, and federal income tax return or a statement made under penalty of perjury that none of the above has been prepared or filed. Debtor's federal income tax return (or transcript of return) should be provided for the most recent tax year ending immediately before the commencement of the case and for which a return was filed. DO NOT file with the court but provide to the United States Trustee.

***Items marked with asterisks must be provided with the voluntary petition at the time of filing.**

FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS MAY RESULT IN DISMISSAL OR THE CLOSING OF YOUR CASE WITHOUT A DISCHARGE.

Revised 04/10