

# **UNITED STATES BANKRUPTCY COURT**

Central District of California



## **CHAPTER 13**

### **PETITION FORMS**

**January 2007**

# Chapter 13 Petition Package Index

## Chapter 13 Petition Filing Information

- Abbreviated Fee Schedule
- Order of Documents

## Chapter 13 Petition Forms

- Chapter 13 Plan (Local Bankruptcy Rule Form F 3015-1.1)
- Debtor's Certification of Employment Income Pursuant to 11 U.S.C § 521(a)(1)(B)(iv)
- Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer, if applicable (Official Form 19A)
- Declaration Concerning Debtor's Schedules (Official Form B6J Continued)
- Disclosure of Compensation of Attorney for Debtor (Official Form B203)
- Disclosure of Compensation of Bankruptcy Petition Preparer
- Exhibit "C" to Voluntary Petition (Official Form B1XC)
- Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling Requirement (**Counseling usually MUST be obtained BEFORE filing, even if certificate is filed later**)
- Form 6. Schedules (Official Form B6)
- Notice of Available Chapters
- Notice to Debtor by Non-Attorney "Bankruptcy Petition Preparer", if applicable (Official Form 19B)
- Schedule A - Real Property (Official Form B6A)
- Schedule B - Personal Property (Official Form B6B)
- Schedule C - Property Claimed as Exempt (Official Form B6C)
- Schedule D - Creditors Holding Secured Claims (Official Form B6D)
- Schedule E - Creditors Holding Unsecured Priority Claims (Official Form B6E)
- Schedule F - Creditors Holding Unsecured Nonpriority Claims (Official Form B6F)
- Schedule G - Executory Contracts and Unexpired Leases (Official Form B6G)
- Schedule H - Codebtors (Official Form B6H)
- Schedule I - Current Income of Individual Debtor(s) (Official Form B6I)
- Schedule J - Current Expenditures of Individual Debtor(s) (Official Form B6J)
- Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income (Official Form 22C)
- Statement of Financial Affairs (Official Form 7)
- Statement of Related Cases - Information required by Local Bankruptcy Rule 1015-2 (Local Bankruptcy Rule Form F 1015-2.1)
- Statement of Social Security Number(s) (Official Form 21)
- Statement Regarding Assistance of Non-Attorney with Respect to the Filing of Bankruptcy Case
- Summary of Schedules and Statistical Summary of Certain Liabilities and Related Data (28 U.S.C. § 159) (Official Form 6)
- Verification of Creditor Mailing List
- Voluntary Petition (Official Form B1)

## ABBREVIATED FEE SCHEDULE<sup>1</sup>

### EFFECTIVE 1/1/07

The Bankruptcy Court will accept cash, U. S. Postal Service money orders, cashier's checks issued by an acceptable financial institution, attorney or law firm checks (payable to the U. S. Bankruptcy Court) and American Express, Diner's Club, Discover, MasterCard, and VISA for payment of fees. Credit card transactions must be made in person by the cardholder; however, this does not apply to electronically filed documents. The Court does not accept personal checks or credit cards from debtors to pay fees. All attorney/law firm checks must include a current pre-printed name, street address, telephone number, and California attorney bar number. Please do not send cash through the mail. The current fees for filing documents with the Bankruptcy Court are as follows:

<b>New Petition:</b>	Chapter 7	\$ 299.00
	Chapter 9	\$1,039.00
	Chapter 11 (not a Railroad)	\$1,039.00
	Chapter 11 (Railroad)	\$1,039.00
	Chapter 12 (Family Farmer)	\$ 239.00
	Chapter 13	\$ 274.00
	Chapter 15 (formerly Ancillary (Sec. 304))	\$1,039.00
<b>Case Reopening:<sup>2</sup></b>	Chapter 7	\$ 260.00
	Chapter 11	\$1,000.00
	Chapter 12	\$ 200.00
	Chapter 13	\$ 235.00
<b>Case Conversions:</b>	Chapter 7 to Chapter 13	None
	Chapter 7 to Chapter 11	\$ 755.00
	Chapter 11 to Chapter 7	\$ 15.00
	Chapter 13 to Chapter 11	\$ 765.00
	Chapter 13 to Chapter 7	\$ 25.00
<b>Amendments:</b>	Schedules "D" "E" "F"	\$ 26.00
	Master Mailing List (exceptions listed in "Miscellaneous Fee Schedule")	\$ 26.00
<b>Motions:</b>	Motion to Compel Abandonment of Property	\$ 150.00
	Motion to Terminate, Annul, Modify, or Condition the Automatic Stay	\$ 150.00
	Motion to Withdraw Reference	\$ 150.00
<b>Other:</b>	Abstract of Judgment	\$ 9.00
	Appeal*	\$ 255.00
	Certification	\$ 9.00
	Complaint	\$ 250.00
	Cross-Appeal*	\$ 255.00
	Exemplification	\$ 18.00
	Filing or Indexing of Miscellaneous Paper	\$ 39.00
	Issuance of Out of District Subpoena	\$ 39.00
	Photocopies Made by Court Personnel (per page)	\$ 0.50
	Registration of Judgment from Another District	\$ 39.00
	Reproduction of Audio Recording (regardless of the medium)	\$ 26.00
	Retrieval of a Record from the NARA	\$ 45.00
	Returned Check Charge	\$ 45.00
	Search of Court Records (each name/item searched)	\$ 26.00

1. Issued in accordance with 28 U.S.C. § 1930(b) and F.R.B.P. 1006.

2. The Court must collect this fee unless the reopening is to correct an administrative error or for actions related to the debtor's discharge.

\* If the Court of Appeals authorizes a direct appeal, or direct cross appeal, **an additional fee of \$200.00** will be collected by the bankruptcy clerk.

## Order of Documents - Chapter 13

- An original and one copy is required at the time of filing.
- Papers must be assembled into complete sets.
- Pursuant to Local Bankruptcy Rule 1002-1(g)(2), even if certain of the schedules or statements of Official Forms 6 (Schedules A through J) and 7 (Statement of Financial Affairs) are not applicable to a debtor's particular situation, they shall still be filed with either the notation "None" marked thereon or the applicable box checked indicating that there is nothing to report for that particular schedule or statement.
- The first set must be the signed original.
- Pursuant to Local Bankruptcy Rule 1002-1, papers presented to the Court for filing or lodging must be on white, letter size (8-1/2 x 11 inches), single-sided, medium weight paper.
- Petition documents shall be in the following order when filed:
  1. Statement of Social Security Number(s)\* (required for individual debtors only, not corporations or partnerships) [backing not required]
  2. Voluntary Petition\* (first three pages)
  3. Exhibit "C" to Voluntary Petition (if Exhibit "C" "yes" box is checked on page two of the Voluntary Petition)
  4. Statement of Related Cases [required by Local Bankruptcy Rule 1015-2(b)(2)]
  5. Notice of Available Chapters [required for individuals whose debts are primarily consumer debts (11 U.S.C. § 342(b))]
  6. Summary of Schedules and Statistical Summary of Certain Liabilities and Related Data (28 U.S.C. § 159) (Official Form 6)
  7. Schedules A through J
  8. Declaration Concerning Debtor's Schedules
  9. Statement of Financial Affairs (Official Form 7)
  10. Disclosure of Compensation of Attorney for Debtor (for petitions of persons who are represented by legal counsel or where an attorney has prepared the paperwork)
  11. Statement Regarding Assistance of Non-Attorney with Respect to the Filing of Bankruptcy Case (for persons not represented by counsel)
  12. Disclosure of Compensation of Bankruptcy Petition Preparer (for persons not represented by counsel and where a bankruptcy petition preparer prepared the paperwork)

**\*Required at the time of filing**

13. Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer, if applicable (Official Form 19A)
14. Notice to Debtor by Non-Attorney "Bankruptcy Petition Preparer", if applicable (Official Form 19B)
15. 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. If the debtor(s) was self-employed or unemployed during the 60 days prior to the filing of the petition, the debtor(s) should certify this fact and use the optional form *Debtor's Certification of Employment Income Pursuant to 11 U.S.C. § 521(a)(1)(B)(iv)* to do so. This form can also be used to attach payment advices (pay stubs)
16. Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income (Official Form 22C)
17. Verification of Creditor Mailing List [Local Bankruptcy Rule 1007-2(d)]
18. Master Mailing List (in format required by Local Bankruptcy Rule 1007-2)\*

**To be filed along with the petition, but as separate documents:**

1. Chapter 13 Plan (Local Bankruptcy Rule Form F 3015-1.1)
2. Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling Requirement (**Counseling usually MUST be obtained BEFORE filing, even if certificate is filed later**), along with the following attachments as required by Exhibit D:
  - a) Certificate of Credit Counseling or a motion for determination by the court.
  - b) Debt Repayment Plan, if any (required if the debtor is an individual)
3. Computer Readable Diskette (required for petition with over 100 creditors) [Local Bankruptcy Rule 1007-2(c)]

**\*Required at the time of filing**

# Master Mailing List Requirements

Pursuant to Local Bankruptcy Rule 1007-2, the mailing lists for new bankruptcy petitions must be submitted in the following format:

1. Typed on **blank**, unlined, standard white 8-1/2 x 11 inch bond paper using **uppercase** and **lowercase** letter quality characters no smaller than **10 point** nor greater than **14 point** in either Arial, Courier, Times New Roman, or Helvetica.
2. Typed in a single column with no letters closer than 1-1/2 inches from any edge of the paper and left justified.
3. Typed with no more than **8 name/address blocks per page**. Each block must consist of no more than **4 lines total for each** name/address with at least **2 blank lines in between**.
4. Include a **FIRST PAGE** reserved only for: **Debtor, Joint Debtor, Attorney for Debtor(s), Office of the United States Trustee**. (See *Exhibit 1*.) All subsequent pages contain the remaining creditors from Schedules D, E, and F of the petition.
5. Each line must be no more than **35 characters in length** including spaces. The **attention line**, if any, must be included on the **second line** of the block. **DO NOT INCLUDE ACCOUNT NUMBERS**. The **city, state (2-letter abbreviation in capital letters only, e.g., CA), and zip code** must be on the **last line**. Nine-digit zip codes should be separated by a hyphen. (See *Exhibit 2*.)
6. Contains **NO PUNCTUATION**, except for one comma between city and state (for example, Los Angeles, CA 90012).
7. **Provide page number on the back of each page.**
8. If a separate Equity Holders List is filed, it must comply with the above format requirements.
9. For cases with **more than 100 creditors**, the printed Master Mailing List and, if applicable, the printed Equity Holders List must be submitted along with a **non-returnable computer diskette** of all entities. Technical requirements for the diskette are listed in *Exhibit 3*.

## ***Exhibit 1***

Debtor Name  
Mailing Address  
City, State (2-letter abbreviation) Zip Code

Spouse of Debtor (if appropriate)  
Mailing Address  
City, CA Zip Code

Attorney of Debtor  
Mailing Address  
Suite Number  
City, State Zip Code

United States Trustee  
Address  
City, State Zip Code

## ***Exhibit 2***

Acme Auto Repair  
1234 S Street  
Los Angeles, CA 90005

Acme Hair Repair  
Attn Herman  
1234 S Ave  
Los Angeles, CA 90005-0001

Acme Dental Clinic  
745 Tungsten Boulevard  
Hollywood, CA 90027

Internal Revenue Service  
Address  
City, State Zip Code

Acme Talent Agency  
421 N Copper Canyon Way  
Burbank, CA 91505-0002

Loans By Acme  
7485 Chromium Circle  
Beverly Hills, CA 90210

Acme And Sons Insurance  
Attn D Acme  
13363 Hierro Street Suite 25  
Van Nuys, CA 91401

Acme Bar and Grill  
114 Aluminum Alley  
Chatsworth, CA 91313



### ***Exhibit 3***



### **Technical Requirements for Diskette (100 or more creditors)**

Pursuant to Local Bankruptcy Rule 1007-2(c), for cases with more than 100 creditors that are not electronically filed, the debtor or such person as the court may order, shall provide the clerk with the Master Mailing List in a court-approved electronic format (non-returnable computer diskette). The printed creditor matrix must be submitted along with the non-returnable computer diskette containing the names and addresses of all entities shown in Schedules D, E, and F of the petition.

- Computer-readable 3.5" virus-free diskette.
- Label diskette with debtor name.
- Text in ASCII-readable format. File name must be "Creditor.TXT".
- No page breaks, miscellaneous characters, or other computer instructions are to be included in text.
- Names and addresses of Debtor, Joint Debtor, Attorney for Debtor(s), and the Office of the United States Trustee are specifically to be excluded from diskette contents but must still be submitted on the printed copy.