

INSTRUCTIONS FOR PETITION PREPARATION

NOTE: YOU MUST VERIFY ON ALL FORMS THAT ALL APPROPRIATE LINES ARE SIGNED, AND VERIFY THE COMPLETENESS AND ACCURACY OF ALL INFORMATION BEFORE FILING!

CHAPTER 7 CASE: File an original. No copies are required. CLIP (i.e., do NOT staple) any paper documents into one packet that is assembled in the order listed:

1. Petition Pages (**INCLUDING** Attorney's [Ex. B](#), **AND** [If INDIVIDUAL AND case filed on/after 10/16/06] [Exhibit D](#) - Statement of Compliance with Credit Counseling for EACH debtor) ([Official Form #B1](#))
2. ****Exhibit C** - Supplemental Petition Information (not required with an involuntary)
3. Attorney's Disclosure Statement (only required if debtor represented by an attorney)
4. ****Individual Debtor's Statement of Intent** ([LBF #521.05](#))
5. Summary of Schedules ([Official Form #B6](#)) [NOTE: **BOTH** pages REQUIRED IF INDIVIDUAL debtor(s)]
6. Schedules A,B,C (individuals), D,E,F,G,H,I (individuals), & J (individuals) ([Official Form #B6](#))
7. Unsworn Declaration to Schedules ([Official Form #B6](#))
8. Statement of Financial Affairs & Unsworn Declaration to Statement ([Official Form #B7](#))

SEPARATELY: a. [If filed by an INDIVIDUAL, AND Petition filed on PAPER] Statement of Soc. Sec. No. ([Official Form #B21](#)).
b. An original mailing matrix, only, prepared following ****LBF #104** instructions.
c. [If INDIVIDUAL with primarily consumer debts] Statement of Curr. Monthly Income, etc. ([Official Form #B22A](#)).
d. [If INDIVIDUAL] Certificate of Credit Counseling, or ****Motion for Extension of Time/Exemption** ([LBF #100.3](#))
e. [If filed by non-governmental CORPORATION] Corporate Ownership Statement (Fed. Bankr. Rule 1007)
f. [Do NOT file with Petition] Certificate re Completion of Financial Management Course ([Official Form #B23](#)).

COURT FEES: *****\$299**; OR, for individuals only, Individual Debtor's Application to Pay Fees in Installments or fully completed IFP Application ([Official Form #B3B](#)).

[**NOTE:** Do NOT FILE copies of payment advices (e.g., pay stubs) or other evidence of payment received within 60 days of filing from an employer of the debtor, BUT INSTEAD SEND ONE COPY of those documents TO the U.S. TRUSTEE'S OFFICE at the same time you file the applicable Schedules A-J. A copy must also be taken to the Trustee at the Meeting of Creditors.]

CHAPTER 11 CASE: File an original. No copies are required. CLIP (i.e., do NOT staple) any paper documents into one packet that is assembled in the order listed:

1. Petition Pages (**INCLUDING** [If INDIVIDUAL AND case filed on/after 10/16/06] [Exhibit D](#) - Statement of Compliance with Credit Counseling for EACH debtor) ([Official Form #B1](#))
2. [Exhibit A](#) (when necessary)
3. ****Exhibit C** - Supplemental Petition Information (not required with an involuntary)
4. Attorney's Disclosure Statement (only required if debtor represented by an attorney)
5. Summary of Schedules ([Official Form #B6](#)) [NOTE: **BOTH** pages REQUIRED IF INDIVIDUAL debtor(s)]
6. Schedules A, B, C (individuals), D, E, F, G, H, I (individuals), & J (individuals) ([Official Form #B6](#))
7. Unsworn Declaration to Schedules ([Official Form #B6](#))
8. Statement of Financial Affairs & Unsworn Declaration to Statement ([Official Form #B7](#))
9. BOTH: (a) a SEPARATE List of 20 Largest Unsecured Creditors (attached ONLY to original petition) (Excluding Insiders, AND Listing Creditor's Name, Address, Amount Owed, AND Name and Phone Number of Contact Person for EACH Creditor), AND (b) an attached Certificate of Service that CERTIFIES YOU SERVED ON THE U.S. TRUSTEE a copy of BOTH (i) the LIST; AND (ii) a self-adhesive label with the name and service address for the debtor (or party designated to perform the debtor's duties), any codebtor, any debtor's attorney, and each creditor on the List.

SEPARATELY: a. [If filed by an INDIVIDUAL AND Petition filed on PAPER] Statement of Soc. Sec. No. ([Official Form #B21](#)).
b. An original mailing matrix, only, prepared following ****LBF #104** instructions.
c. [If INDIVIDUAL] Statement of Current Monthly Income ([Official Form #B22B](#)).
d. [If INDIVIDUAL] Certificate of Credit Counseling, or ****Motion for Extension of Time/Exemption** ([LBF #100.3](#))
e. [If filed by non-governmental CORPORATION] Corporate Ownership Statement (Fed. Bankr. Rule 1007)
f. [IF SMALL BUSINESS] Documents required by 11 USC §1116(1).

COURT FEES: *****\$1,039.00**; OR, for individuals only, Individual Debtor's Application to Pay Fees in Installments.

[**NOTE:** Do NOT FILE copies of payment advices (e.g., pay stubs) or other evidence of payment received within 60 days of filing from an employer of the debtor, BUT INSTEAD SEND ONE COPY of those documents TO the U.S. TRUSTEE'S OFFICE at the same time you file the applicable Schedules A-J. A copy must also be taken to the Meeting of Creditors.]

****Document is a "Local Bankruptcy Form" (LBF).**

*****A SEPARATE fee must be tendered for EACH conventionally filed paper petition.**

CHAPTER 12 CASE: File an original. No copies are required. CLIP (i.e., do NOT staple) paper documents into one packet that is assembled in the order listed:

1. Petition Pages (**INCLUDING** [If INDIVIDUAL AND case filed on/after 10/16/06] [Exhibit D](#) - Statement of Compliance with Credit Counseling for EACH debtor) ([Official Form #B1](#))
2. ****Exhibit C** - Supplemental Petition Information (not required with an involuntary)
3. Attorney's Disclosure Statement (only required if debtor represented by an attorney)
4. ****Exhibit D-1** (Financial Review of Debtor's **FARMING/FISHING** Business) and, if appropriate, ****Exhibit D-2** (Financial Review of Debtor's **NON-FARMING/NON-FISHING** Business)
5. Summary of Schedules ([Official Form #B6](#)) [NOTE: **BOTH** pages REQUIRED IF INDIVIDUAL debtor(s)]
6. Schedule A, B, C (all), D*, E*, F*, G, H, I (all), & J (all) ([Official Form #B6](#))
7. Unsworn Declaration to Schedules ([Official Form #B6](#))
8. Statement of Financial Affairs & Unsworn Declaration to Statement ([Official Form #B7](#))

SEPARATELY: a. [If filed by an INDIVIDUAL AND Petition filed on PAPER] Statement of Soc. Sec. No. ([Official Form #B21](#)).
b. An original mailing matrix, only, prepared following ****LBF #104** instructions.
c. [If INDIVIDUAL] Certificate of Credit Counseling, or ****Motion for Extension of Time/Exemption** ([LBF #100.3](#))
d. [If filed by non-governmental CORPORATION] Corporate Ownership Statement (Fed. Bankr. Rule 1007)
e. ****An original Chapter 12 Plan on** [LBF #1200.05](#).

COURT FEES: *****\$239**; OR, for individuals only, Individual Debtor's Application to Pay Fees in Installments.

[**NOTE:** Do NOT FILE copies of payment advices (e.g., pay stubs) or other evidence of payment received within 60 days of filing from an employer of the debtor, **BUT INSTEAD SEND ONE COPY** of those documents TO the U.S. TRUSTEE'S OFFICE at the same time you file the applicable Schedules A-J. A copy must also be taken to the Trustee at the Meeting of Creditors.]

*Each shall be prepared by first listing all farm related debts (clearly set out under the heading "**FARMING/FISHING OPERATION DEBTS**"), or the word "NONE", if appropriate, followed by a subtotal of such debts; then listing all non-farm/non-fishing debts (clearly set out under the heading "**NON-FARMING/NON-FISHING DEBTS**"), or the word "NONE", if appropriate, followed by a subtotal of such debts; and then a total of all debts listed in that schedule.

CHAPTER 13 CASE: File an original. No copies are required. CLIP (i.e., do NOT staple) paper documents into one packet that is assembled in the order listed:

1. Petition Pages (**INCLUDING** [If INDIVIDUAL AND case filed on/after 10/16/06] [Exhibit D](#) - Statement of Compliance with Credit Counseling for EACH debtor) ([Official Form #B1](#))
2. ****Exhibit C** - Supplemental Petition Information
3. If appropriate, ****Exhibit D-2** (Financial Review of Debtor's **NON-FARMING/NON-FISHING** Business) or ****Exhibit D-1** (Sole Proprietorship only Financial Review of Debtor's **FARMING/FISHING** Business)
4. Summary of Schedules ([Official Form #B6](#)) [NOTE: **BOTH** pages REQUIRED]
5. Schedules A, B, C, D, E, F, G, H, I, & J (completely filled out) ([Official Form #B6](#))
6. Unsworn Declaration to Schedules ([Official Form #B6](#))
7. Statement of Financial Affairs & Unsworn Declaration to Statement ([Official Form #B7](#))

SEPARATELY: a. [If Petition filed on PAPER] Statement of Soc. Sec. No. ([Official Form #B21](#)).
b. ****An original Attorney's Disclosure of Compensation on** [LBF #1305](#).
c. An original matrix, only, prepared following ****LBF #104** instructions.
d. Statement of Current Monthly Income, Etc. ([Official Form #B22C](#)).
e. Certificate of Credit Counseling, or ****Motion for Extension of Time/Exemption** ([LBF #100.3](#))
f. ****An original Chapter 13 Plan on** [LBF #1300.05](#).
g. [Do NOT file with Petition] Certificate re Completion of Financial Management Course ([Official Form #B23](#)).

COURT FEES: *****\$274**; OR Individual Debtor's Application to Pay Fees in Installments.

[**NOTE:** Do NOT FILE copies of payment advices (e.g., pay stubs) or other evidence of payment received within 60 days of filing from an employer of the debtor, **BUT INSTEAD SEND ONE COPY** of those documents TO the U.S. TRUSTEE'S OFFICE at the same time you file the applicable Schedules A-J. A copy must also be taken to the Trustee at the Meeting of Creditors.]

****Document is a "Local Bankruptcy Form" (LBF).**

*****A SEPARATE fee must be tendered for EACH conventionally filed paper petition.**

HOW TO DOWNLOAD PAPER PETITION FORMS FROM COURT WEBSITES

1. Go to: www.uscourts.gov/bkforms
2. Select Part 1 – Official Forms, Instructions and Committee Notes.
3. Select Form B1: Voluntary petition.
4. [If INDIVIDUAL AND case filed on/after 10/16/06] Select Exhibit D.
5. Select Form B6: Summary of Schedules and Schedules A-J with the Unsworn Declaration concerning debtor's schedules.
6. Select Form B7: Statement of Financial Affairs which includes the Unsworn Declaration concerning debtor's statement.
7. [If INDIVIDUAL] Select Form B21.
8. [If INDIVIDUAL filing under Ch. 7, 11 or 13] Select appropriate version of Form B22.
9. For the other required local forms (LBF) detailed on the previous pages 1 and 2, go to the Oregon US Bankruptcy Court website: www.orb.uscourts.gov.
10. Click on the "Rules and Forms" tab.
11. Under the "Forms" section of the drop down menu select the "Local Bankruptcy Forms (LBF)" hyperlink.
12. Select the appropriate Local Forms(s) from the list.
13. If an individual filing party needs to make an application to pay the filing fee in installments for a Ch. 7 or 13 case, and is authorized to make such an application, the application can also be downloaded from the court site (select [LBF #110](#) [Individual Debtor's Application to Pay Filing Fees in Installments]); or an individual filing a Ch. 7 case may apply to waive the filing fee, the application can be downloaded from the site referred to in pt. 1 above by selecting Form B3B (Application for Waiver of Chapter 7 Filing Fee).

For additional Court information, the Court's website is: www.orb.uscourts.gov.