

REQUIRED LISTS, SCHEDULES, STATEMENTS, AND FEES**Voluntary Chapter 11 Case**

- Filing fee of \$1,000.**
If the fee is to be paid in installments, the debtor must be an individual and must file a signed application for court approval. Official Form 3A and Rule 1006(b), Fed.R.Bankr.P.
- Administrative fee of \$39.**
If the debtor is an individual and the court grants the debtor's request, this fee is payable in installments.
- Voluntary Petition (Official Form 1).
Names and addresses of all creditors of the debtor.**
Must be filed **WITH** the petition. Rule 1007(a)(1), Fed.R.Bankr.P.
- Notice to Individual Debtor with Primarily Consumer Debts under 11 U.S.C. § 342(b), if applicable.** Must be filed with the petition or within 15 days. 11 U.S.C. §§ 342(h); 521(a)(B)(iii); 707(a)(3).
- Notice to debtor by "bankruptcy petition preparer," if applicable.**
Must be filed **WITH** the petition if prepared by a "bankruptcy petition preparer." 11 U.S.C. § 110(b)(2)(B); Official Form 19B.
- Statement of Social Security Number (Official Form 21).**
Required if the debtor is an individual. Must be submitted **WITH** the petition. Rule 1007(f), Fed.R.Bankr.P.
- Exhibit D to Official Form 1.
Certificate of Credit Counseling and Debt Repayment Plan. (Or § 109(h)(3) certification and motion or § 109(h)(4) request).**
Required if the debtor is an individual. Exhibit D must be filed **WITH** the petition. The Certificate of Credit Counseling and Debt Repayment Plan must be filed with the petition or within 15 days. If applicable, the § 109(h)(3) certification and motion or the § 109(h)(4) request must be filed **WITH** the petition. Rule 1007(b)(3) & (c), Fed.R.Bankr.P.
- Statement disclosing compensation paid or to be paid to a "bankruptcy petition preparer" as defined in 11 U.S.C. § 110.**
Must be filed **WITH** the petition if the "bankruptcy petition preparer" prepares the petition. 11 U.S.C. § 110(h).
- Statement of current monthly income (Official Form 22B).** Required if the debtor is an individual. Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- List of Creditors holding the 20 largest unsecured claims (Official Form 4).**
Must be filed **WITH** the petition. Rule 1007(d), Fed.R.Bankr.P.
- Names and addresses of equity security holders of the debtor.**
Must be filed the petition or within 15 days, unless the court orders otherwise. Rule 1007(a)(3), Fed.R.Bankr.P.
- Schedules of assets and liabilities (Official Form 6).**
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- Schedule of executory contracts and unexpired leases (Schedule G of Official Form 6).**
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- Schedules of current income and expenditures.**
All debtors must file these schedules. If the debtor is an individual, Schedules I and J of Official Form 6 must be used for this purpose. Must be filed with the petition or within 15 days. 11 U.S.C. § 521(1) and Rule 1007(b) & (c), Fed.R.Bankr.P.
- Statement of financial affairs (Official Form 7).**
Must be filed with the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before the filing of the petition.** Required if the debtor is an individual. Must be filed **WITH** the petition or within 15 days. Rule 1007(b) & (c), Fed.R.Bankr.P.
- Statement disclosing compensation paid or to be paid to the attorney for the debtor.**
Must be filed within 15 days or any other date set by the court. 11 U.S.C. § 329 and Rule 2016(b), Fed.R.Bankr.P.

Notice: Under 28 U.S.C. § 1930(a) the debtor, or trustee if one is appointed, is required also 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 amount to be paid is:

\$ 250 if disbursements total less than \$15,000;	\$ 3,750 if disbursements total between \$300,000 and \$1,000,000;
\$ 500 if disbursements total between \$15,000 and \$75,000;	\$ 5,000 if disbursements total between \$1,000,000 and \$2,000,000;
\$ 750 if disbursements total between \$75,000 and \$150,000;	\$ 7,500 if disbursements total between \$2,000,000 and \$3,000,000;
\$1,250 if disbursements total between \$150,000 and \$225,000;	\$ 8,000 if disbursements total between \$3,000,000 and \$5,000,000;
\$1,500 if disbursements total between \$225,000 and \$300,000;	\$10,000 if disbursements total more than \$5,000,000

Directions for Preparing the Creditor Matrix

Rule 1007-2 of the Local Rules for this district requires the filing of a master address list or matrix when a new bankruptcy case is filed. This list will be used by the clerk of the bankruptcy court to notify all creditors and parties in interest of the bankruptcy filing and of various events in the bankruptcy case. Therefore, it is important that the matrix is prepared correctly. **Please follow the instructions below:**

The matrix must be typed so that the scanner can read it. Use a standard font. We recommend 12 pt. Courier or Times Roman if these fonts are available to you.

The matrix must include the names and addresses of all creditors listed in your schedules. Do not include yourself or your attorney on this list. There may be persons other than those to whom you owe money who should receive notices -- such as the attorney for a creditor with whom you have been corresponding, or a collection agency which is trying to collect a debt from you or a court in which a case has been filed against you. These persons should be listed on your matrix even though they were not put in your schedules as creditors.

List the names and addresses just as you would when addressing an envelope to that person. Do not include account numbers in the address. If you need to include an attention line (Attn: _____), put it as the second line of the address rather than the last line. The last line should contain the city, state and zip code only. Use the two-letter U.S. Postal Code abbreviation for the state. Nine-digit zip codes should be typed with a hyphen separating the two groups of digits.

List the names and addresses in a single column down the left hand margin of the paper (flush against the left margin, no leading blanks), separating each creditor by one blank line. The margins (top, bottom, left, right) should be at least one inch. Each address may not consist of more than 5 total lines and each line may not exceed 40 characters including blanks. Do not include page numbers, headers, footers, etc. on your matrix.

If you are filing electronically, ECF, your creditor matrix file must be a ASCII txt file. This format allows for our creditor upload program to load creditors into the ECF database. Example of creditor matrix file: JonesAlex-matrix.txt

The matrix must be accompanied by a separate verification document that is signed and dated by each of the debtors, whereby each debtor states that "I declare (or certify, verify, or state) under penalty of perjury that the attached list of creditors is true and correct."

Do not list partial addresses. If you do not have a good address for a creditor, make an effort to find this information before you file the case. If you give us an incorrect address for a creditor, that creditor may not get notice of the case.

Matrix Formatting ERRORS

THESE ARE ERRORS TO AVOID WHEN CREATING A MATRIX!

State of Tennessee
Dept. of Taxation
Jackson Bldg.
P.O. Box 3423
830 Punchbowl Street
Nashville, TN 39484

**address block contains more than
five lines of text**

Orthopedic Associates, Inc.
1380 Lusitana, Suite 608
Nashville, TN 39484
Physicians' Anesthesia Service
C/O Select Consulting Service
1481 S. King St., Suite 539
Knoxville, TN 37504

**leave 1 space between the
addresses**

U.S. West Community

c/o Continental Credit Service

550 Kirkland Way

Kirkland, WA 98083-0969

address lines must be single-spaced

Accutrack Data Collections, Inc.
c/o Allan Y. Okubo, Esq.
98-1238 Kaahumanu St., Ste. 4
Pearl City, OH
96782

text not aligned along left margin

**city, state, and zip code must be on
the same line**

Straub Clinic & Hospital
Pauahi Tower, Suite 320
1001 Bishop Street
Honolulu, HI ~~96825~~ 96813

no handwritten characters

This is an **example** of how a mailing matrix should look.

Put nothing on the matrix except names and addresses.

Mary L. Smith.
2503 Mott-Smith Drive Apt. 300
Chattanooga, TN 37402

John L.Y. Lee
P.O Box 9773
Dayton, TN 37413

XYZ Collection Agency
Attn: James Ng
22130 Alapai Drive
Cleveland, TN 37357

Xerox Corporation
Attn: John Smith, Accounting
1011 Adams Street,
New York, NY 10010

Hans Joerg Holzwarth
1134 Linden Str.
93323 Freudenstadt
Germany