

**U.S. BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF OKLAHOMA**

New Petitions should be in the following order when submitted for filing:

- (1) Voluntary Petition Cover Page
- (2) Voluntary Petition Signature Page
- (3) Notice to Individual Consumer Debtor (if applicable)
- (4) Attorney Compensation (if applicable)
- (5) Summary of Schedules
- (6) Schedules A-J
- (7) Declaration of Schedules
- (8) Statement of Financial Affairs
- (9) Statement of Financial Affairs Signature Page
- (10) Verification of Creditor Matrix
- (11) Matrix
- (12) Official Form 21 (submit original only) (This form is not an official part of the file)

Do Not staple the original Petition. **Do** staple the copies of the Petition.

These are to be submitted and filed separately. Do not attach the original or copies to the petition:

- (1) Statement of Intent - the Court keeps an original only.
- (2) Plan and Disclosure Statement - the Court keeps an original and six copies in a Chapter 11.
- (3) Plan and Plan Summary - the Court keeps an original and five copies in a Chapter 13.

CHAPTER 7: Send an original and four copies to file the petition. Send an original and four copies of the matrix. Include a self addressed stamped envelope to ensure a file-stamped return copy. Fee is **\$209**.

CHAPTER 11: Send an original and seven copies to file the petition. Send an original and seven copies of the matrix. Include a self addressed stamped envelope to ensure a file-stamped return copy. A Plan and Disclosure Statement for a Chapter 11 requires an original and seven copies each. Include a self addressed stamped envelope to ensure a file-stamped return copy of each. Fee is **\$839**.

CHAPTER 13: Send an original and six copies to file the petition. Send an original and six copies of the matrix. Include a self addressed stamped envelope to ensure a file-stamped return copy. A Plan for a Chapter 13 requires original and six copies. Include a self addressed stamped envelope to ensure a file-stamped return copy. A Plan Summary is **required** if the Plan exceeds **two** pages. The Court requires an original and six copies to file. Include a self addressed stamped envelope to ensure a file-stamped return copy. Fee is **\$194**.

**** REMEMBER -- WE CANNOT ACCEPT DEBTOR CHECKS!!!! ****

Thank you for your help.

