

# **PRO-SE CHECKLIST**

## **Required at time of filing**

Voluntary Petition (Official Form 10/06 -With signatures of debtor and attorney, if applicable. 3pages).

Mailing Matrix (Separate listing of creditors that must be pursuant to the Pro Se Debtors Guide to Filing Requirements)

B2I-Social Security Statement (Original Signature Required. Since a B21 contains social security numbers, it is not a public filing)

Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling Requirement (For each debtor)

Verification of Matrix (Signature Required)

Creditor Matrix on CD or 3.5" Floppy in .txt format

## **Required within 15 days - if not filed with petition**

Notice to Individual Consumer Debtor (Signature Required)

Attorney Compensation disclosure (Signature Required)

Disclosure of Petition Preparer (Required a debtor is assisted in preparing the forms by anyone other than an attorney.)

Summary of Schedules

Statistical Summary of Certain Liabilities

Schedule A            Real Property

Schedule B            Personal Property

Schedule C            Property Claimed as Exempt

Schedule D            Creditors Holding Secured Claims

Schedule E            Creditors Holding Unsecured Claims

Schedule F            Creditors Holding Unsecured Non-priority Claims

Schedule G            Executory Contracts and Unexpired Leases

Schedule H            Co-debtors

Schedule I            Current Income of Individual Debtors(s)

Schedule J            Current Expenditures of Individual Debtor(s)

Unsworn Declaration to Schedules (Signature Required)

Statement of Financial Affairs (Signature Required)

Means Test (Statement of Currently Monthly Income)

Pay Advices with Cover Sheet (Employee Income Records and/or Payments received 60 days prior to filing. If debtor receives only SSI or government retirement, an affidavit is required)

Certificate of Credit Counseling. (One for EACH debtor provided by Counseling Agency)

Statement of Intent

Chapter 13 Plan (filed separately)

Chapter 13 Plan Summary