

## Required Lists, Schedules, Statements, & Fees

A checklist of general filing requirements for chapters 7, 11, 12, and 13 can be found in form B2000. Documents not captured on the national Form B2000 may be required by local rule or general order. See the Local Rules and General Orders governed by the United States Bankruptcy Court for the Western District of Oklahoma for information on local filing requirements.



## EDSS

(Electronic Document Submission System)

**EDSS** is a service made available to self-represented parties who want to file documents with the court as an alternative to mailing or bringing the documents to the courthouse. Documents will be processed the next business day after submission.



## DeBN

(Debtor Electronic Bankruptcy Noticing)

**DeBN** is a **FREE** service that debtors may sign up for to receive court-generated notices and orders transmitted electronically via email rather than in paper format through the mail. It is a reliable, faster, and more efficient manner for debtors to receive electronic court-generated bankruptcy notices.



## PACER

(Public Access to Court Electronic Records)

**PACER** is a service that provides electronic public access to federal court records. PACER provides instantaneous access to more than 1 billion documents filed at all federal courts. It is highly recommended that self-represented filers sign up to monitor their Bankruptcy case filing. This is a paid service, but if a PACER user accrues \$30 or less charges in a quarter, fees are waived for that period. 75 percent of PACER users do not pay a fee in each quarter.



## Pro Se Filer Information

215 Dean A. McGee Ave, Ste 147  
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(405) 609-5700



## Local Rules

Local Rules govern all cases and proceedings pending before the United States Bankruptcy Court for the Western District of Oklahoma.



## Pre-Bankruptcy Credit Counseling

The Bankruptcy Abuse Prevention and Consumer Protection Act of 2005 imposed new requirements on people filing for bankruptcy. With limited exceptions, those who plan to file for bankruptcy protection **MUST** complete pre-bankruptcy credit counseling from a government-approved organization within 180 days **BEFORE** filing their bankruptcy petition.



## Forms

National forms have been approved by the Judicial Conference of the United States for use in all courts. Local forms are prescribed by Local Rules, the Court, or the Clerk for use in the United States Bankruptcy Court for the Western District of Oklahoma.



## eSR

(Electronic Self-Representation)

**eSR** is intended for use exclusively by self-represented parties to help individuals complete a Chapter 7 and Chapter 13 bankruptcy petition to electronically file with the court.



## PAY.GOV

Allows debtors to make payments on their filing fees and pay other miscellaneous fees to the court electronically. Payment methods include debit cards, ACH, and PayPal. The online payment form can be used to pay for fees such as new case filings, installment payments, or certified copies.



## Digital Creditor List Upload

Debtors are required to file with their petition a list with the names and addresses of all their creditors. The Creditor Matrix program available on the Court's website and/or accessible at the public kiosks in the Clerk's Office must be used to compile and submit the list of creditors. Account numbers and telephone numbers are **not** to be included on this list.

