

Filing Requirements - Chapter 13

The following documents must be filed to commence a case under Chapter 13.

Chapter 13 - Filing Fee \$310.00

1. Voluntary Petition (Official [Form B 101](#))
2. Summary of Your Assets and Liabilities and Certain Statistical Information (Official [Form B 106 Sum](#)) (due within 14 days)
3. Schedules (Official [Forms B 106 series](#)) (due within 14 days)
4. Declaration About an Individual Debtor's Schedules (Official [Form B 106 Dec](#)) (due within 14 days)
5. Statement of Financial Affairs (Official [Form B 107](#)) (due within 14 days)
6. Chapter 13 Plan (Local [Form 13](#)) (due within 14 days)
7. Attorney Compensation Disclosure (Official [Form B 2030](#)) (Fed. R. Bankr. P. 2016(b)) (due within 14 days)
8. Chapter 13 Attorney Fee Election Form (CM/ECF Virtual Event - no document needs to be uploaded) (due within 14 days)
9. [Matrix](#) and Verification of Creditor Matrix (Local [Form 2](#))
10. Credit Counseling Certificate or a Motion for Exemption (Bankruptcy Code §§ 109(h) and 521(b)) (due immediately unless Petition item #15 indicates that the Credit Counseling Certificate will be filed within 14 days)
11. Statement of Current Monthly Income and Disposable Income Calculation Form ([Official Form B 122 C-1](#), and, if necessary, [B 122 C-2](#)) (due within 14 days)
12. Filing Fee or [Application to Pay Filing Fee in Installments](#)
13. Bankruptcy Petition Preparer's Notice, Declaration, and Signature (Official [Form B 119](#)) (individuals only)
14. Disclosure of Compensation of Bankruptcy Petition Preparer (Official [Form B 2800](#)) (Fed. R. Bankr. P. 2016(c)) (individuals only) (due with the petition)
15. Statement About Your Social Security Numbers (Official [Form B 121](#)) (due with petition)

Revised: 3/2019