



eSR Chapter 13 Checklist

 <p>Electronic Self-Representation (eSR) Bankruptcy Petition Checklist Chapter 13</p>	
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BEFORE YOU BEGIN THE ELECTRONIC BANKRUPTCY PETITION – THIS IS TO BE USED ONLY AS A GUIDE

THE FOLLOWING INFORMATION may be required to complete your electronic bankruptcy petition. **If you are married and filing jointly, this information is required for each spouse.** eSR is for debtors with primarily consumer debts. eSR is not **designed for filings by corporations or other business entities.**

- eSR may not be the best option for [emergency filings](#).
- Clerk's Office employees are NOT attorneys and cannot give you ANY legal advice.
- IF YOU NEED LEGAL ADVICE, PLEASE CONTACT THE [BANKRUPTCY PRO SE HELP DESK](#).
- You must have a computer or tablet with Internet connection. eSR will not work from a smart phone.
- You will need a valid email address which will serve as your login ID for eSR.

Checkbox Step

☐ **Certificate of Credit Counseling.** Within 180 days before filing bankruptcy, you must receive a briefing about credit counseling from an approved credit counseling agency. [click here for more information](#)

☐ **Social Security Number** or Individual Taxpayer Identification Number (ITIN).

☐ **\$313.00 filing fee for Chapter 7 bankruptcy petition.** Submit cash in person at the court, a cashier's check or money order, payable to "Clerk, U.S. Bankruptcy Court," or complete an [Application for Individuals to Pay the Filing Fee in Installments\(Form 103A\)](#) For more information on how to make payments and installments [click here](#)

- ☐ **A list of names and addresses of all your creditors.** List of any leases (apartment, vehicle) or rental agreements (furniture, appliances).
- ☐ **A free annual credit report is useful** when completing the bankruptcy forms. Obtain one here: www.annualcreditreport.com
- ☐ **A list of everything you own** (or have an ownership interest in), including real property, personal property, and community property. Determine the location and current market value of each item.
- ☐ **Names and addresses of all your co-debtors or co-signers** (any person or entity other than a spouse in a joint case that is also liable for any of your debt).
- ☐ **Proof of all income for the past six (6) months, including income from employment or public benefits.** Copies of all payment advices or other evidence of payment received by the debtor from any employer within 60 days before filing the petition.
- ☐ **401k plan, Individual Retirement Account, and pension plan statements** for the past twelve (12) months.
- ☐ **Bank Statements** for the past six (6) months, including statements for accounts closed within last year. Information on any lawsuits pending against you and any lawsuits you have filed or may file.
- ☐ Information on any **lawsuits** pending against you and any lawsuits you have filed or may file.
- ☐ **Tax Returns** for the past two (2) years.
- ☐ **Prior bankruptcy case numbers and date(s) of filing.**
- ☐ **List of all your monthly expenses.**
- ☐ **Copies of most recent bills or statements for all debts owed.** These may include:

- Credit card statements
- Collection notices
- [Judgments/liens](#)
- Homeowner association past due notices
- Child/spousal domestic support obligations
- Tax bills (federal, state, local government, penalties)
- Auto loan/lease statements
- Home loan statements
- Parking tickets/moving violations
- Medical bills
- Student loan statements
- Furniture loan agreements
- Community property debt
- Landlord/rental contracts



Please see the [Guide for Individuals Filing a Bankruptcy without an Attorney](#).



A list of [bankruptcy terms](#) to assist you when filing without an attorney.

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