



eSR Chapter 7 Checklist

 <div>Electronic Self-Representation (eSR) Bankruptcy Petition Checklist Chapter 7</div>	
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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).

- ☐ **\$338.00 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 \(Form 103A\)](#) or [Application to Have Chapter 7 Filing Fee Waived \(Form 103B\)](#). 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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