

Chapter 7 Checklist (Non-Individual)

Official forms referenced can be found on: <http://www.nyeb.uscourts.gov/chapter-7-checklist-non-individual>

Filing Fee: \$335.00 Payable By: Attorneys may pay by check; money order; certified bank check; cash or credit card (Visa, Mastercard, American Express or Discover). **Personal and Third Party Checks cannot be accepted. Pro-se debtors must make all payments in cash (exact amount) or money order made payable to “CLERK, U.S. BANKRUPTCY COURT.” Do NOT send cash through the mail.**

DOCUMENTS MUST BE FILED WITHIN **14 CALENDAR DAYS OF FILING THE PETITION** UNLESS OTHERWISE INDICATED.
YOUR CASE MAY BE DISMISSED IF YOU DO NOT FILE THE REQUIRED DOCUMENTS ON TIME.

Requirement: Original plus 1 copy of all documents submitted.

DOCUMENTS DUE AT TIME OF FILING OF BANKRUPTCY PETITION

FORM NUMBER

- ☐ Voluntary Petition for Non-Individuals Filing for Bankruptcy [Signed]
- ☐ Statement Pursuant to E.D.N.Y. LBR 1073-2(b)
- ☐ List of Creditors (Certified by Attorney or Debtor, if Pro-se) – Typed [Name and Address **ONLY**]
E.D.N.Y. LBR 1007-1(a)
- ☐ Creditor Matrix Pursuant to E.D.N.Y. LBR 1007-3
- ☐ Partnership Statement Pursuant to E.D.N.Y. LBR 1074-1(b)
- ☐ Corporate Resolution Pursuant to E.D.N.Y. LBR 1074-1(a)
- ☐ Corporate Ownership Statement Pursuant to Federal Bankruptcy Rule 1007(a)(1)
- ☐ Corporate Disclosure Statement Pursuant to E.D.N.Y. LBR 1073-3

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Local Form

DOCUMENTS DUE WITHIN 14 DAYS

FORM NUMBER

- ☐ Declaration Under Penalty of Perjury for Non-Individual Debtors
- ☐ **Schedule A/B: Assets – Real and Personal Property**
- ☐ **Schedule D: Creditors Who Have Claims Secured By Property**
- ☐ **Schedule E/F: Creditors Who Have Unsecured Claims**
- ☐ Schedule G: Executory Contracts and Unexpired Leases
- ☐ Schedule H: Codebtors
- ☐ Summary of Assets and Liabilities for Non-Individuals
- ☐ **Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy**

202
206A/B
206D
206E/F
206G
206H
206Sum
207

YOU MAY ALSO NEED TO FILE:

If you are represented by an attorney

FORM NUMBER

- ☐ Disclosure of Compensation of Attorney for Debtor. 11 U.S.C. § 329 and Fed.R.Bankr.P. 2016(b)
- ☐ Pre-petition Statement Pursuant to Fed.R.Bankr.P. 2017-1 (Due Within 14 Days)

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PLEASE NOTE:

- The Court may schedule a hearing to potentially dismiss the debtor’s case if the item(s) above are filed late.
- If your case is dismissed, you may not receive the protection of the automatic stay if you file additional cases within one year.
- Non-individual debtors must be represented by an attorney.

NOTE: This checklist should be used as an information source and not as legal advice. You should consult an attorney for individual advice.