

**UNITED STATES BANKRUPTCY COURT**  
**WESTERN DISTRICT OF MISSOURI**  
CHAPTER 13 PRO SE FILER (SELF FILER) DOCUMENT CHECKLIST

**BEFORE YOU FILE:**

- Review the instruction booklet for individual debtors [pro so instruction booklet](#)
- Certificate of Credit Counseling – Must be **completed** within 180 days prior to the case filing  
**FOR A LIST OF APPROVED AGENCIES, SEE <http://www.justice.gov/ust/credit-counseling-debtor-education-information>**

**WHEN YOU FILE:****FREE BANKRUPTCY FORMS ARE AVAILABLE FROM TWO WEB SITE LOCATIONS**

- SITE 1: <http://www.uscourts.gov/forms/bankruptcy-forms>  
 SITE 2: <http://www.mow.uscourts.gov/forms.html#bankruptcy>

**FORMS**

- [Voluntary Petition](#) (B101)
- [Initial Statement About an Eviction Judgment Against You](#) (B101A)
- [Statement About Payment of an Eviction Judgment Against You](#) (B101B)
- [Summary of Schedules \(includes Statistical Summary of Certain Liabilities\)](#) (B106-Summary)
- Schedules [A](#) / [B](#) – [C](#) – [D](#) – [E](#) / [F](#) – [G](#) – [H](#) – [I](#) – [J](#) (B 106A/B-J) (ALL OF THESE SCHEDULES MUST BE INCLUDED WITH YOUR FILING; EVEN IF YOU DON'T HAVE ANY INFORMATION TO PUT ON THE SCHEDULE)
- Schedules [J-2](#) (B106J-2) (Expenses for Separate Household of Debtor 2)
- [Declaration Concerning Debtor's Schedules](#) (B106-Declaration)
- [Statement of Financial Affairs](#) (B107)
- [Chapter 13 Statement of Your Current Monthly Income & Calculation of Commitment Period](#) (B122C-1)
- [Chapter 13 Calculation of Your Disposable Income](#) (B122C-2)
- [Your Statement about Your Social Security Numbers](#) (B121)
- [Notice to Individual Consumer Debtor](#) (B2010) (By signing the bankruptcy petition you certify that you have read the Notice as required by 11 U.S.C. §342(b). This form is not filed with the Court.)
- [Chapter 13 Plan](#) (MOW 3083-1.1)
- [Verification of Schedules/Matrix](#) (MOW 1009-1.2)
- Creditor Mailing Matrix (A TYPED OR WRITTEN LIST OF ALL OF YOUR CREDITORS BY NAME AND MAILING ADDRESS ONLY)
- [Declaration & Signature of Non-Attorney Bankruptcy Petition Preparer](#) (B119)

**PAYMENT**

- \$310 FILING FEE
- OR
- [Application to Pay Filing Fee in Installments](#) (B103A)

**PROOF OF INCOME**

- Pay Stubs from the Last 60 Days Before Filing Date ( FULL SOCIAL SECURITY NUMBERS SHOULD BE REDACTED)
- OR
- [Debtor's Evidence of No Employer Payments](#) (MOW 1007-1.2)

**AFTER YOU FILE:**

- Certificate of Debtor Education - MUST BE DATED **AFTER** THE DATE OF FILING  
**FOR A LIST OF APPROVED AGENCIES, SEE [http://www.justice.gov/ust/eo/bapcpa/ccde/de\\_approved.htm](http://www.justice.gov/ust/eo/bapcpa/ccde/de_approved.htm)**

- [Certification About a Financial Management Course](#) (B423)
- [Motion for Entry of Chapter 13 Discharge](#) (MOW 4004-4.1) – **THIS DOCUMENT CAN ONLY BE FILED AFTER THE CHAPTER 13 PLAN HAS BEEN COMPLETED**