

Local Rules of the United States Bankruptcy Court for the Western District of Missouri

**Rule 1007-1. Lists, Schedules, Statements and Other Documents**

**A. Filing.** Initial pleadings (**Appendix 1-6**) shall consist of:

1. Signed petition.
2. Schedules A/B, C, D, E/F, G, H, I, J, summary of assets and liabilities and statistics information.
3. Statement of financial affairs.
4. Statement of intention in a chapter 7 case.
5. For individual debtors: statement of current monthly income.
6. Debtor's evidence of employer payments for past 60 days or the affidavit required by subpart B. of this Rule.
7. Disclosure of compensation to counsel.
8. Mailing matrix (see **Appendix 1-7** for instructions) with Verification.
9. For individual debtors: certificate of credit counseling, or a certification of exigent circumstances, or a motion for waiver.
10. For pro se petitioners: Notice to individual consumer debtors under § 342(b).
11. For pro se petitioners: Statement of Social Security Number.
12. For chapter 7 business debtors: Statement of Chapter 7 Business Operations.
13. For chapter 11 and 12 business debtors or individual debtors operating a business: Local Rule 2015-2A and B statements.
14. For corporate debtors: corporate ownership statement containing the information described in Fed. R. Bankr. P. 7007.1. (**See Local Form - MOW 1007-1.1**)
15. For represented debtors: an entry on the court docket regarding the Rights and Responsibilities Agreement (**See Local Forms 2016-1.3 and 2016-1.4**).
16. Declaration Re: Electronic Filing (**See Local Form 1007-1.3**).

**B. Debtor's Evidence of Employer Payments for 60 days prior to filing of petition.**

1. **Employer Payments Received.** If employer payments were received, paystubs for the full 60 day pay period prior to filing of the petition must be filed unless otherwise ordered by the court. (**See Local Form - MOW 1007-1.2**)
2. **No Employer Payments or Partial Employer Payments Received.** If the debtor did not receive payments from any employer for the 60 days prior to filing the petition (or some portion of that period), a sworn statement to that effect signed by the debtor shall be filed with the petition. If partial employer payments were received, any paystubs within the 60 day pay period prior to filing of the petition must be filed unless otherwise ordered by the court. (**See Local Form - MOW 1007-1.2**)
3. **Self-Employed Debtor.** If the debtor was self-employed for the 60 days prior to filing the petition (or some portion of that period) a sworn statement to that effect signed by the debtor must be filed with the petition. The statement must show the amount

of net income received by the debtor in the 60 days prior to filing the petition, itemized to show how the amount is calculated. **(See Local Form - MOW 1007-1.2)**

**C. Service on United States Attorney.** If the United States, or any agency or department of the United States, is a creditor, on the day of filing debtor shall serve the United States Attorney with the petition and initial pleadings, and all subsequent schedules.

**D. Declaration Re: Electronic Filing.** The attorney for the debtor shall file an image of the originally executed "Declaration Re: Electronic Filing" **(See Local Form - MOW 1007-1.3)** on the day the petition is filed. This document shall contain an image of an original document signed by the debtor(s) or an image with the debtor'(s) signature captured electronically at the time of document generation and shall contain the full social security number of the debtor(s). It is maintained as a private entry in the court file and cannot be viewed by the public.

**E. Statement of Chapter 7 Business Operations.** In a Chapter 7 business case, a statement as to whether or not any related business continues to operate, and the name, current address and telephone number of the Chief Operating Officer or other contact person shall be filed in substantial conformance with the Local Form. **(See Local Form - MOW 1007-1.4)**. Upon appointment of the interim trustee, the attorney for the debtor shall immediately notify said trustee by fax of the operating business.

**F. Mailing Matrix.** Debtor shall submit a verified master mailing matrix with the names and addresses of all creditors and interested parties, but not debtor or debtor's attorney. The Clerk adds to each case the Missouri Department of Revenue and trustee. If the United States is a creditor, debtor shall also add the United States Attorney to the matrix in addition to the creditor government agency. The Court may also require that a matrix with a large number of names be submitted in a format prescribed by the Court. If the mailing matrix is omitted from the initial documents or is in an incorrect format, a new verified mailing matrix must be submitted within two days from the date of filing of the case or the case may be dismissed. **Appendix 1-9** contains a list of standard addresses of government agencies.

The matrix filed with the court shall include the address last provided by the creditor to the debtor. If the creditor has a preferred address on file with the courts pursuant to §342 (e) or (f), the preferred address will be substituted on any notice mailed by the court and on the mailing matrix produced through the court's ECF system.

**G. Involuntary Case.** Within 14 days after the order for relief in an involuntary case, debtor shall submit a matrix. Debtor shall file schedules and other required initial items within 14 days after the order for relief, unless another party is ordered to do so.