

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MISSOURI**

CHAPTER 7

Filing requirements for new Petitions (cases) and amendments thereto.

\$299.00 Total Fee (\$245.00 Filing Fee + \$39.00 Administrative Fee + \$15.00 Trustee Surcharge)

The following documents are required for a Chapter 7 case and should be in your **pdf (portable document format)** electronic file in the following order:

| NAME OF DOCUMENT | FORM | NAME OF DOCUMENT | FORM |
|--|--|---|--|
| File in one pdf document, if possible: 1. Petition (Including signature page) 2. Exhibit D - Individual Debtor's Statement of Compliance with Credit Counseling 3. Summary of Schedules 4. Statistical Summary of Certain Liabilities (28 USC § 159) (Individual Debtors ONLY) 5. Schedules: Schedule A. Real Property Schedule B. Personal Property Schedule C. Exempt Property (Individual) Schedule D. Secured Claims Schedule E. Priority Claims Schedule F. Nonpriority Claims Schedule G. Contracts/Leases Schedule H. Codebtors Schedule I. Current Income (Individual) Schedule J. Current Expenditures (Individual) 6. Verification of Schedules 7. Verified Statement of Financial Affairs 8. Statement of Intention signed by Debtor (Individual Debtor Only, Not Business Debtor) 9. Statement of Current Monthly Income and Means Test Calculation (consumer debts) 10. Disclosure of Attorney Compensation 11. Matrix 12. Verification of Matrix 13. Statement of Chapter 7 Business Operations (Business Continuing to Operate) | B 1 B 1D B 6-Sum B 6-Sum 2 B 6A B 6B B 6C B 6D B 6E B 6F B 6G B 6H B 6I B 6J B 6-Cont B 7 B 8 B 22A B 203 None Local Local Local | Separate Documents: Application to pay filing fee in installments (Individual debtor only) Application to Waive the filing fee Certificate of Credit Counseling Or Motion to Waive Credit Counseling re: Exigent Circumstances Or Motion to Waive Credit Counseling ¹ Debtor's Evidence of Employer Payments received (60 days) Or Debtor's Evidence of NO Employer Payments Certification of Intent to Cure Residential Default and 30 day Rent Deposit ² Motion Rebutting Presumption of Abuse Due to Special Circumstances Motion to Extend Automatic Stay (362(c)(3)) Motion to Impose Automatic Stay (362)(c)(4) Corporate Ownership Statement (corporate debtors) | B 3A B 3B Cert. Atty prepare Atty prepare Atty prepare Local Atty prepare Atty prepare Local Local |
| File in paper via mail: 14. Declaration re: Electronic Filing (not pro se, pro se debtors file the Statement of Social Security Number listed below) | Local | Missing Documents: If not included, a master mailing matrix must be filed within 2 days. Any other missing documents are due within 14 days from date of filing or the case may be dismissed. | |
| Pro Se: 1. Notice to Debtor by Non Attorney Bankruptcy Petition Preparer 2. Disclosure of Compensation by Non Attorney Bankruptcy Petition Preparer 3. Notice to Individual Consumer Debtors (342(b)) 4. Statement of Social Security Number | B 19 B 280 B 201 B 21 | ¹ One of these three documents must be filed ² Document filed only if required by statement on petition. | |

The Mailing Matrix must also be prepared in a separate text (.txt or .scn) file.