

## **Checklist for Chapter 7 and Chapter 13 Documents Required at Time of Filing**

When filing an individual debtor Chapter 7 or Chapter 13 petition, please complete all requirements listed below and submit with your form of payment:

- Voluntary Petition for Individuals Filing for Bankruptcy ([Official Form 101](#))
- Statement About Your Social Security Numbers ([Official Form 121](#)). Required if the debtor is an individual. Fed.R.Bankr.P. 1007(f).
- Names and addresses of all creditors of the debtor. Fed.R.Bankr.P. 1007(a)(1) and D.N.J. LBR 1007-1.
- Notice Required by 11 U.S.C. § 342(b) for Individuals Filing for Bankruptcy ([Form 2010](#))
- Form of Payment – select from one of the following:
  - Filing Fee Paid in Full – certified bank check (not personal check) or money order made payable to “Clerk, United States Bankruptcy Court” (Chapter 7 filing fee is \$338.00 and Chapter 13 filing fee is \$313.00)
  - Application/Order for Individuals to Pay the Filing Fee in Installments ([Official Form 103A](#)) accompanied by certified bank check (not personal check) or money order made payable to “Clerk, United States Bankruptcy Court” in the amount of the first installment which must be 25% (\$84.50 for Chapter 7 and \$69.50 for Chapter 13) of the full filing fee
  - Application/Order to Have the Chapter 7 Filing Fee Waived ([Official Form 103B](#))
- Certificate of Credit Counseling. Before you file for bankruptcy, you must receive a briefing about credit counseling from an approved agency within 180 days before you file. If you and your spouse are filing together, each of you must receive a briefing before you file. Failure to do so may result in the dismissal of your case. Click [here](#) to access a list of approved agencies.
- Proof of identity. The United States Bankruptcy Court for the District of New Jersey requires all individual and joint debtors who are not represented by an attorney to submit to the Court with their petition a photocopy of an acceptable form of government issued photo identification. Acceptable forms of identification are: state issued driver’s license, United States Government issued passport, state issued photo ID card, military photo ID card, government employee photo ID card, or other form of government issued photo identification.

The list above contains the minimum required documents to commence filing a Chapter 7 or a Chapter 13 bankruptcy petition. Please consult Bankruptcy Form [B2000](#) for the complete list of all required lists, schedules, statements and fees.