

ELECTRONIC FILING GUIDE
CHAPTER 11 NON-INDIVIDUALS - SEQUENCE OF DOCUMENTS
Revised: May 16, 2016

1. Voluntary Petition for Non-Individuals Filing for Bankruptcy
Attachment to Voluntary Petition for Non-Individuals Filing for Bankruptcy under Chapter 11 (if necessary)
Summary of Assets and Liabilities for Non-Individuals
Schedules A/B, D, E/F, G, and H
Declaration Under Penalty of Perjury for Non-Individual Debtors
Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy
2. List of Creditors Who Have the 20 Largest Unsecured Claims and Are Not Insiders.
3. Attorney Disclosure of Compensation (Appendix 2M of the Local Bankruptcy Rules).
4. Statement of Authority to File.
5. Statement of Corporate Ownership.
6. If the case was not opened via case upload, the mailing list of creditors must be uploaded to CM/ECF.
7. Filing fee of \$1,717.00.
8. Debtor's Statement Regarding Business Records is due at the time of the filing of the petition (small business only).
9. Application to Employ Professional must be filed before the debtor's attorney, accountant, or other professional performs any post-petition services.
10. List of Equity Security Holders is due within 14 days of the filing of the petition.
11. If the debtor is **not** a small business, a Chapter 11 Disclosure Statement, Chapter 11 Plan, and Sample Ballot Forms are due within 120 days of the filing of the petition if the debtor wishes to preserve the exclusive right to file a plan. If the debtor **is** a small business, a Chapter 11 Plan and Sample Ballot Forms are due within 180 days of the filing of the petition if the debtor wishes to preserve the exclusive right to file a plan.

For more information, review Appendix 1A of the Local Bankruptcy Rules.