

**ELECTRONIC FILING GUIDE**  
**CHAPTER 11 INDIVIDUALS - SEQUENCE OF DOCUMENTS**  
**Revised: December 9, 2022**

1. Voluntary Petition for Individuals Filing for Bankruptcy  
Summary of Your Assets and Liabilities and Certain Statistical Information  
Schedules A/B, C, D, E/F, G, H, I, and J  
Declaration About an Individual Debtor's Schedules  
Statement of Financial Affairs for Individuals Filing for Bankruptcy  
Chapter 11 Statement of Your Current Monthly Income
2. Certificate of Credit Counseling.
3. List of Creditors Who Have the 20 Largest Unsecured Claims Against You and Are Not Insiders.
4. Attorney Disclosure of Compensation (Appendix 2M of the Local Bankruptcy Rules).
5. Statement Regarding Payment Advices (Appendix 1B of the Local Bankruptcy Rules) with payment advices attached.
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 \$1,738.00.
8. Application to Employ Professional must be filed before the debtor's attorney, accountant, or other professional performs any post-petition services.
9. If the debtor is **not** a small business debtor or a subchapter V debtor, i.e., is a "regular" chapter 11 debtor, a disclosure statement, a 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 plan and sample ballot forms are due within 180 days of the filing of the petition. If the debtor **is** a subchapter V debtor, a plan and sample ballot forms are due within 90 days of the filing of the petition.

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