

**LBR 1007.1
INITIAL FILINGS**

(a) Assembly of Petition and Accompanying Documents. Petitions and accompanying documents not filed electronically (e.g., by unrepresented debtors) must conform to the Official Bankruptcy Forms and must be printed on only one side of the paper. Original documents and pleadings filed with the court may not be stapled.

(1) Parties must assemble petitions and accompanying documents, if applicable, in the following order:

	Name of Document	Official Form for Individual (Non-Individual)
(A)	Petition	101 (201)
(B)	List of Creditors with the 20 Largest Unsecured Claims Who Are Not Insiders (only in Chapter 11)	104 (204)
(C)	Schedules	
(i)	Schedule A/B: Property	106A/B (206A/B)
(ii)	Schedule C: Exempt Property	106C
(iii)	Schedule D: Secured Claims	106D (206D)
(iv)	Schedule E/F: Unsecured Claims	106E/F (206E/F)
(v)	Schedule G: Executory Contracts and Unexpired Leases	106G (206G)
(vi)	Schedule H: Codebtors	106H (206H)
(vii)	Schedule I: Income	106I
(viii)	Schedules J and J-2: Expenses	106J, 106J-2
(D)	Summary of Assets and Liabilities and Certain Statistical Information or Summary of Assets and Liabilities for Non-Individuals	106Sum (206Sum)
(E)	Declaration About an Individual Debtor's Schedules or Declaration Under Penalty of Perjury For Non-Individual Debtors	106Dec (202)
(F)	Statement of Financial Affairs	107 (207)
(G)	Statement of Intention for Individuals Filing Under Chapter 7	108
(H)	Bankruptcy Petition Preparer's Notice, Declaration, and Signature	119

(I)	Means Test Calculation	
(i)	Chapter 7 Statement of Current Monthly Income	122A-1
(ii)	Statement of Exemption From Presumption of Abuse	122A-1 Supp
(iii)	Chapter 7 Means Test Calculation	122A-2
(iv)	Chapter 11 Statement of Current Monthly Income	122B
(v)	Chapter 13 Statement of Current Monthly Income and Calculation of Commitment Period	122C-1
(vi)	Chapter 13 Calculation of Disposable Income	122C-2
(J)	Rule 2016(b) Disclosure of Compensation of Attorney for Debtor	B2030
(K)	For a small business case filed under Chapter 11, the most recent: Balance Sheet, Statement of Operations, Cash-Flow Statement, and Federal Income Tax Return; or a statement made under penalty of perjury that no balance sheet, statement of operations, or cash-flow statement has been prepared and no Federal tax return has been filed	
(L)	Matrix and Matrix Verification	

(2) The following documents, if applicable, must **not** be attached to the petition and must be filed separately:

	Name of Document	Official Form
(A)	Application for Individuals to Pay the Filing Fee in Installments	103A
(B)	Application to Have the Chapter 7 Filing Fee Waived	103B
(C)	The Plan (if submitted when petition is filed in Chapters 11, 12, and 13)	
(D)	<u>When Debtor(s) are represented by counsel:</u> Declaration Re: Electronic Filing (required in lieu of Official Form 121). This document must be electronically filed as a sealed document pursuant to the instructions on the form.	See Forms page of court website.

	<u>When Debtors are self-represented: Statement About Social Security Number.</u>	121
(E)	Declaration Regarding Payment Advices or Evidence of Payment under 11 U.S.C. §521(a)(1)(B)(iv), in compliance with Appendix 1-01 to D. Kan. LBR 1007.1, that the debtor has not been employed by any employer within the 60 days before filing of the petition, or that the debtor was employed within the 60 days, but has not received payment advices or other evidence of payment, or that copies of payment advices or other evidence of payment are attached (with all but the last four numbers of the debtor's Social Security Number redacted)	See Forms page of court website.
(F)	A Record of Any Interest That the Debtor Has in an Account or Program of the Type Specified in § 521(c);	
(G)	A Certificate for Credit Counseling and Debt Repayment Plan, if any, a Certification Under § 109(h)(3), or a Request for Determination by the Court Under § 109(h)(4)	
(H)	A Debtor's Electronic Noticing Request (DeBN Request) Form	See Forms page of court website
(I)	A Statement About Payment of an Eviction Judgment	101B

(3) Electronically filed petitions and accompanying documents must be filed in the order listed in paragraph (a)(1).

(b) Creditors' Schedules. Debtors must list creditors alphabetically with the full address of each, including post office box or street number, city or town, state and ZIP code. If the debtor knows that an account or debt, including any applicable domestic support obligation, as that term is defined in §101(14A), has been assigned or is in the hands of an attorney or other agency for collection, the full name and address of the assignee or agent must be listed, but without twice extending the dollar amount of the debt. Each entry required by this subsection must be separated by two spaces from the next entry. If an agency of the United States or the State of Kansas is listed as a creditor, the agency must be listed as D. Kan. LBR 2002.2 provides.

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As amended 3/17/22 3/17/19 (formerly S.O. 18-2), 3/17/18, 3/17/16, 3/17/08, 3/17/07, 10/17/05, 3/17/05.

Related Forms:

Declaration Regarding Payment Advices or Evidence of Payment under 11 U.S.C. §521(a)(1)(B)(iv)

Declaration Re: Electronic Filing

Debtor's Electronic Noticing Request (DeBN)