

## **HOW TO PUT A BANKRUPTCY TOGETHER**

**List of order of Petition** (Stapled together as one pleading)

1st - Voluntary Petition

2nd - Signature Page - Debtor's signature and Attorney's signature required

3rd - Statement of Financial Affairs and Signature Page

4th - Summary of Schedules

5th - Schedules A through J (in alphabetical order) and Signature Page

**Statement of Attorney Compensation** (stapled if more than one page)

**Notice to Individual Consumer Debtor** (stapled if more than one page)

**Statement of Intentions** (stapled if more than one page)

**Status Statement (Statement of Tax Returns)** (stapled if more than one page)

**Chapter 13 Plan** (stapled if more than one page)

**List of 20 Largest** (Chapter 11 only)

**Statement of Insider Compensation** (Chapters 11 and 12 only)

**Verification of Matrix and Matrix** (Names and addresses of creditors)

ALL ORIGINAL PLEADINGS SHOULD BE 2 HOLE PUNCHED