**CHAPTER 13 INSTRUCTIONS AND FILING CHECK LIST**

**Yes No** **BEFORE CASE IS FILED:**

\_\_\_\_ \_\_\_\_ Copy of ID & Social Security Number.

\_\_\_\_ \_\_\_\_ Recorded mortgages all present and reviewed (appraisal reviewed if needed for strip of 2nd mortgage).

\_\_\_\_ \_\_\_\_ Car titles (and boat/camper/mobile home/ATV/Etc.) Liens? Also if secured, need purchase agreement for Form 22C.

\_\_\_\_ \_\_\_\_ Tax Returns – Last 4 years (If owe IRS, pull transcripts for current amounts).

\_\_\_\_ \_\_\_\_ 6 months of pay stubs or proof of income for last 6 months for all jobs (both debtors).

\_\_\_\_ \_\_\_\_ Copy of all investment documentation for 401K/IRA/retirement.

\_\_\_\_ \_\_\_\_ Credit Counseling Certificate with relevant dates.

\_\_\_\_ \_\_\_\_ PACER report on prior filings.

\_\_\_\_ \_\_\_\_ Is debtor entitled to be discharged?

\_\_\_\_ \_\_\_\_ Information packet returned from debtor?

\_\_\_\_ \_\_\_\_ Proof of documentation of any expenses.

\_\_\_\_ \_\_\_\_ Copy of Judgment of Divorce (if in last 2 years) reviewed for any DSO issues.

\_\_\_\_ \_\_\_\_ Exemptions reviewed?

\_\_\_\_ \_\_\_\_ Meets Means test?

\_\_\_\_ \_\_\_\_ Meets best interest of creditors?

\_\_\_\_ \_\_\_\_ Does Plan, 2016(b) and SOFA all match for attorney fees?

\_\_\_\_ \_\_\_\_ Loan Modification Application documents/Application provided to debtor if qualifies.

\_\_\_\_ \_\_\_\_ Paid filing fee?

**Yes No** **CASE UPLOADED WITH COURT:**

\_\_\_\_ \_\_\_\_ Voluntary Petition

\_\_\_\_ \_\_\_\_ Summary of Schedules

\_\_\_\_ \_\_\_\_ Statistical Summary of Certain Liabilities and Related Dated (28 U.S.C. §159)

\_\_\_\_ \_\_\_\_ Schedule A

\_\_\_\_ \_\_\_\_ Schedule B

\_\_\_\_ \_\_\_\_ Schedule C

\_\_\_\_ \_\_\_\_ Schedule D (Make sure all claims are addressed in plan contents)

\_\_\_\_ \_\_\_\_ Schedule E (If case is a DSO, need recipients address and county FOC address)

\_\_\_\_ \_\_\_\_ Schedule F

\_\_\_\_ \_\_\_\_ Schedule G

\_\_\_\_ \_\_\_\_ Schedule H

\_\_\_\_ \_\_\_\_ Schedule I (Please 1/12 the debtor’s tax refund on Schedule I and 0% in plan)

\_\_\_\_ \_\_\_\_ Schedule J

\_\_\_\_ \_\_\_\_ Declaration Under Penalty of Perjury on Behalf of a Corporation or Partnership

\_\_\_\_ \_\_\_\_ Statement of Financial Affairs

\_\_\_\_ \_\_\_\_ Statement of Attorney for Debtor(s) Pursuant to F.R.BANKR.P.2016(b)

\_\_\_\_ \_\_\_\_ Notice to Individual Consumer Debtor Under §342(b) of the Bankruptcy Code

\_\_\_\_ \_\_\_\_ Verification of Creditor Matrix

\_\_\_\_ \_\_\_\_ Chapter 13 Plan (Please remove 100% of tax refunds in plan and insert 0%)

\_\_\_\_ \_\_\_\_ Statement of Social Security Number

\_\_\_\_ \_\_\_\_ Exhibit D – Individual Debtor’s Statement of Compliance with Credit Counseling Requirement

\_\_\_\_ \_\_\_\_ Certificate of Credit Counseling

\_\_\_\_ \_\_\_\_ Bankruptcy Petition Cover Sheet

\_\_\_\_ \_\_\_\_ Chapter 13 Statement of Current Monthly and Disposable Income (Form 22C)

\_\_\_\_ \_\_\_\_ Payment Order/ACH Order, ACH Form & Voided Check (Checklist and Forms available on www.flint13.com)

\_\_\_\_ \_\_\_\_ If necessary, Adversary Proceeding to Strip 2nd mortgage

**Yes No PRE §341 REVIEW:**

**NOTE:** Trustee’s documents must be submitted to [clbfinancials@flint13.com](mailto:clbfinancials@flint13.com) within 7 days of the §341 meeting. Subject line of email must start with the case number and end with the case number. Please use the case number and case number only in subject line. Only 1 attachment per email.

\_\_\_\_ \_\_\_\_ Trustee received all car titles

\_\_\_\_ \_\_\_\_ Trustee received first 3 and last signature page of all recorded mortgages- Even if stripped or surrendered.

\_\_\_\_ \_\_\_\_ Trustee received last 2 complete federal tax returns filed. If not, has an Affidavit of No Return been filed?

\_\_\_\_ \_\_\_\_ Trustee received 2 months of bank statements for all accounts?

\_\_\_\_ \_\_\_\_ Trustee received 60 days of pay advices?

\_\_\_\_ \_\_\_\_ Has first payment posted?

\_\_\_\_ \_\_\_\_ Review any claims filed to date against plan treatment.

\_\_\_\_ \_\_\_\_ Calendar case 14 days prior to Confirmation for confirmation review.

**Yes No PRECONFIRMATION REVIEW:**

**NOTE:** The Court will consider Confirmation or Adjournment of the debtor’s plan only if the debtor’s attorney has filed the Confirmation Hearing Statement with Court and has e-mailed a proposed Order Confirming Plan or Stipulation and Order for Adjournment (in Word or WordPerfect format) to the Chapter 13 Trustee at [confirmations@flint13.com](mailto:confirmations@flint13.com) by 4:30 p.m. six calendar days prior to the hearing date. Please make sure all objecting creditors have signed off. Adjourned dates are available on www.flint13.com.

\_\_\_\_ \_\_\_\_ Are Trustee’s objections resolved?

\_\_\_\_ \_\_\_\_ Are creditor’s objections resolved?

\_\_\_\_ \_\_\_\_ Is payment history acceptable?

\_\_\_\_ \_\_\_\_ Meets means test? If no, has Affidavit of Extenuating Circumstances been filed?

\_\_\_\_ \_\_\_\_ Review all claims against plan treatment. File objections if necessary.

\_\_\_\_ \_\_\_\_ Plan feasible?

\_\_\_\_ \_\_\_\_ If the case is a DSO, has Affidavit been filed stating debtor is current?

\_\_\_\_ \_\_\_\_ If Adversary Proceeding was needed, has it been resolved?

\_\_\_\_ \_\_\_\_ File Confirmation Hearing Statement with U.S. Bankruptcy Court

\_\_\_\_ \_\_\_\_ Send Order Confirming Plan or Stipulation and Order for Adjournment to [confirmations@flint13.com](mailto:confirmations@flint13.com). Be sure to get all objecting creditors to sign off OCP or Stipulation and Order for Adjournment.

**NOTE:** All subsequent orders confirming plan or Stipulation for Adjournment with changes, additional language and/or creditor signatures must also be sent to [confirmations@flint13.com](mailto:confirmations@flint13.com). You will receive our bounce back message. **PLEASE DISREGARD** if you have previously sent your Order Confirming Plan or Stipulation and Order for Adjournment timely.

**Yes No BAR DATE REVIEW:**

\_\_\_\_ \_\_\_\_ Review all claims against plan treatment. File objections if necessary.

\_\_\_\_ \_\_\_\_ Plan feasible.

**Yes No COMPLETION REVIEW:**

\_\_\_\_ \_\_\_\_ Has Debtor’s Certification Regarding Domestic Support Obligation been filed?

\_\_\_\_ \_\_\_\_ Has Certification of Completion of Financial Management been filed?

**HELPFUL INFORMATION**

[clbfinancials@flint13.com](mailto:clbfinancials@flint13.com) – Send any financial documents, titles, recorded mortgage, pay stubs, bank statements, tax returns, etc.

[confirmations@flint13.com](mailto:confirmations@flint13.com) – Send your Order Confirming Plan or Stipulation and Order for Adjournment.

**Case Paralegals:**

Pre-Confirmation:

A-F Cases: Karen Newman – [knewman@flint13.com](mailto:knewman@flint13.com)

G-M Cases: Katie Dykowski – [kdykowski@flint13.com](mailto:kdykowski@flint13.com)

N-Z Cases: Stephanie Foust – [sfoust@flint13.com](mailto:sfoust@flint13.com)

Post-Confirmation:

Cindy Amey – camey@flint13.com