

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE**

FILING REQUIREMENTS - PAPER BANKRUPTCY PETITIONS

updated 3/18/04

Due to an increasing number of new bankruptcy cases being filed electronically, the number of copies required when filing in paper format is in excess of the number needed. Notwithstanding the requirements of Local Rule 5005-2, the Court will now accept:

CHAPTER 7 - \$209 FILING FEE

	<u># OF COPIES</u>	<u>FILING DEADLINE</u>
*Voluntary Petition & Signature Page	Original + 1	Time of filing
*Corporate Resolution (Only if debtor is a corporation)	Original + 1	Time of filing
Statement of Financial Affairs, Schedules A-J,	Original + 1	Within 15 days
Declaration Concerning Debtors Schedules,	Original + 1	Within 15 days
Attorney's Disclosure of Compensation,	Original + 1	Withing 15 days
Debtors Statement of Intent (Only if debtor is an individual and contain secured debts),	Original + 1	Withing 15 days
Summary of Schedules	Original + 1	Withing 15 days
*Creditor Matrix and Verified Matrix Cover Sheet (DO NOT attach to petition)	Original	Time of filing
* Statement of Social Security Number (Official Form 21)	Original	Time of filing

CHAPTER 11 - \$839 FILING FEE

	<u># OF COPIES</u>	<u>FILING DEADLINE</u>
* Voluntary Petition & Signature Page	Original + 4	Time of filing
* Exhibit A to Voluntary Petition (Only if debtor is a corporation)	Original + 4	Time of filing
* Corporate Resolution (Only if debtor is a corporation)	Original + 4	Time of filing
Statement of Financial Affairs, Schedules A-J,	Original + 4	Within 15 days
Declaration Concerning Debtors Schedules,	Original + 4	Within 15 days
Attorney's Disclosure of Compensation, and Summary of Schedules	Original + 4	Within 15 days
*List of 20 Largest Unsecured Creditors (With complete addresses and amounts, listed in descending order by amount)	Original + 4	Time of filing
List of Equity Security Holders (Only if debtor is a corporation or partnership)	Original + 4	Within 15 days
*Creditor Matrix and Verified Matrix Cover Sheet (DO NOT attach to petition)	Original	Time of filing
* Statement of Social Security Number (Official Form 21) (Only if debtor is an individual)	Original	Time of filing

CHAPTER 13 - \$194 FILING FEE

	<u># OF COPIES</u>	<u>FILING DEADLINE</u>
*Voluntary Petition	Original only	Time of filing
Statement of Financial Affairs, Schedules A-J,	Original only	Within 15 days
Declaration Concerning Debtors Schedules,	Original only	Within 15 days
Attorney's Disclosure of Compensation,	Original only	Within 15 days
and Summary of Schedules	Original only	Within 15 days
*Creditor Matrix and Verified Matrix Cover Sheet (DO NOT attach to petition).	Original	Time of filing
* Statement of Social Security Number (Official Form 21)	Original	Time of filing
Debtor's Plan (DO NOT attach to petition).	Original only	Within 15 days

***DOCUMENTS REQUIRED FOR INCOMPLETE ("SKELETON") FILING.**

Local Bankruptcy Rule References: 1002-1, 1004-2, 1007-1, 1007-2, 5005-2