

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

**FILING A CHAPTER 13 BANKRUPTCY CASE**

This document is not intended to advise you of your legal rights or responsibilities under bankruptcy. Bankruptcy law is complicated. It is our recommendation to you to seek the advice of an attorney, if possible.

The Clerk's Office is prohibited by 28 U.S.C. § 955 from giving legal advice or assisting with the preparation of forms. For additional information, visit our website at [www.nhb.uscourts.gov](http://www.nhb.uscourts.gov)

For an individual to commence a bankruptcy case, certain forms and documents are required. The attached list includes the forms and documents necessary to file a chapter 13 bankruptcy case.

The filing fee for the bankruptcy case must be paid in cash (exact change only), by money order or bank check. Personal checks or credit/debit cards are not accepted.

The forms are available online or can be purchased from the Clerk's Office for \$8.10. Official forms (OFs) can be found at [www.uscourts.gov](http://www.uscourts.gov) under the tab Services & Forms, Bankruptcy Forms. Local Bankruptcy Forms (LBFs) can be found at [www.nhb.uscourts.gov](http://www.nhb.uscourts.gov) under the tab Rules and Forms, Local Bankruptcy Forms. Required documents other than Official or Local Bankruptcy Forms must be obtained or prepared separately

All Official Forms and Local Bankruptcy Forms are subject to change. Additional information regarding filing for bankruptcy without an attorney can be found in the Pro Se Debtor's Guide on [www.nhb.uscourts.gov](http://www.nhb.uscourts.gov) under the tab Filing Without an Attorney.

When filing a new bankruptcy case in person at the Clerk's Office, the process to review the forms and documents and to assign a case number can take approximately 20 – 30 minutes.

## CHAPTER 13 FILING

The following forms and documents are required when filing a chapter 13 case. They must be filed in the order listed (no staples, paper clips or double-sided copies).

Form/Document Name	Form Number Official Form (OF) or Local Bankruptcy Form (LBF)
Voluntary Petition for Individuals	OF B 101
Your Statement of Financial Affairs	OF B 107
Schedules A/B through J	OFs B 106A/B; B 106C; B 106D; B 106E/F; B 106G; B 106H; B 106I; B 106J; B 106J2 (if applicable)
Chapter 13 Statement of Current Monthly Income (Means Test)	OF B 122C-1; B 122-C2 (if applicable)
Summary of Your Assets and Liabilities	OF B 106 Summary
Declaration About Schedules	OF B 106 Declaration
Verification of Creditor Mailing List	LBF 1007-2
List of Creditors (in single column format)	No form
Certificate of Credit Counseling	No form number – supplied by credit counseling agency
Statement About Your Social Security Number	OF B 121
Chapter 13 Plan <sup>1</sup>	LBF 3015-1A
Filing Fee (\$313.00) <i>OR</i> Application to Pay the Filing Fee in Installments	Filing fee in cash or money order or bank check <i>or</i> OF B 103A

<sup>1</sup>Chapter 13 Plan: You will receive a notice from the Clerk’s Office with the scheduled confirmation hearing date for the Chapter 13 plan. You are responsible for filing the Chapter 13 Plan with the Court, and for mailing a copy of the Chapter 13 Plan and a Notice of Contingent Hearing on Confirmation (LBF 3015-1B) to all creditors. To inform the Court you have mailed these documents, a Certificate of Service, which lists the names and address of everyone who was mailed the Plan and Notice of Contingent Hearing, must also be filed with the Court, along with the Notice Contingent Hearing.

When filing a new bankruptcy case in person at the Clerk's Office, the process to review the forms and documents and to assign a case number can take approximately 20 - 30 minutes.

This document may not contain all information needed to complete your filing.