

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ARIZONA

**FILING FEE**  
**\$310**  
**Money Order or**  
**Cashier Check**  
**ONLY**

**TUCSON DIVISION** James  
A Walsh Courthouse  
38 S. Scott Avenue  
Tucson, AZ 85701  
520- 202-7500

**PHOENIX DIVISION** Federal  
Building & U.S. Courthouse  
230 N. First Ave., Suite 101  
Phoenix AZ 85003  
602-682-4000

**YUMA DIVISION** U.S.  
Bankruptcy Court  
325 W. 19<sup>th</sup> St., Suite D  
Yuma, AZ 85364  
928-783-2288

[www.azb.uscourts.gov](http://www.azb.uscourts.gov)

## CHAPTER 13

A bankruptcy case is started with the filing of a petition identifying the chapter. All documents must be filed on official forms which can be found on the court's website, [www.azb.uscourts.gov](http://www.azb.uscourts.gov) or on [www.uscourts.gov/bankruptcy](http://www.uscourts.gov/bankruptcy). Other helpful information is also available on these websites. Filing bankruptcy can be a complex legal process and you are advised to seek competent bankruptcy counsel before filing a petition.

THE FOLLOWING DOCUMENTS ARE NEEDED FOR INITIAL FILING OF A CASE;

1. Voluntary Petition for Individuals Filing for Bankruptcy (Form 101, 101A, 101B)
2. Valid State Issued ID
3. Statement about Your Social Security Numbers (Form 121)

**THE FOLLOWING DOCUMENTS, IF THEY WERE NOT FILED WITH THE BANKRUPTCY PETITION, ARE REQUIRED TO BE FILED NO LATER THAN 7 DAYS FROM THE DATE THE PETITION WAS FILED. IF ANY OF THESE DOCUMENTS ARE NOT FILED WITHIN THAT TIME, YOUR CASE COULD BE DISMISSED.**

1. Typed Mailing List of Creditors
2. Credit Counseling Certificate. You may check the following web site for approved providers, [www.usdoj.gov/ust](http://www.usdoj.gov/ust) or call 602-682-4000. The credit counselor will provide you the certificate you need to file with the court.

**THE FOLLOWING DOCUMENTS, IF THEY WERE NOT FILED WITH THE BANKRUPTCY PETITION, ARE REQUIRED TO BE FILED NO LATER THAN 14 DAYS FROM THE DATE THE PETITION WAS FILED. IF ANY OF THESE DOCUMENTS ARE NOT FILED WITHIN THAT TIME, YOUR CASE COULD BE DISMISSED.**

1. Schedules (Form 106A/B, 106C, 106D, 106E/F, 106G, 106H, 106I, 106J, 106J-2, 106 Sum, 106 Dec)
2. Statement of Financial Affairs for Individuals Filing for Bankruptcy (Form 107)
3. Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period (Form 122C-1)
4. Declaration of Evidence of Employers' Payments within 60 Days
5. Chapter 13 Plan (Model Plan Form 13-2 available from website)
6. Declaration Under Penalty of Perjury for Debtor(s) Without an Attorney

## **PREVIOUS BANKRUPTCY FILINGS**

If you had a previous case pending within the preceding year that was dismissed, you are advised that pursuant to 11 USC Section 362(c)(3), the automatic stay provided by Section 362(a) when the bankruptcy petition is filed will terminate 30 days after the filing of your petition. You may file a motion with the court seeking a continuation of the automatic stay and you will need to demonstrate that the second case was filed in good faith. If you file a motion, please caption it as an Emergency Motion.

If you had two or more previous cases pending within the preceding year that were dismissed, you are advised that pursuant to 11 USC Section 362(c)(4), no stay under Section 362(a) went into effect when your petition was filed. To obtain a stay, you must file a motion, within 30 days of the date of the filing of the petition, and demonstrate that the new case was filed in good faith. If you file this motion, please caption it as an Emergency Motion.

## **COMPLETION OF INSTRUCTIONAL COURSE CONCERNING PERSONAL FINANCIAL MANAGEMENT**

Subject to limited exceptions, an individual debtor must complete an instructional course in personal financial management in order to receive a discharge under chapter 13. You must complete and file a Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management on the official form. This form must be filed before a discharge can be entered. This form is required to be filed no later than your last payment under your chapter 13 plan. Failure to file the certification could result in your case being closed without entry of your discharge. To reopen the case to obtain your discharge, you could be required to pay a reopening fee of \$235.00.

You may check the following web site for approved providers, [www.usdoj.gov/ust](http://www.usdoj.gov/ust) or call 602-682-4000.