

**INSTRUCTIONS FOR FILING AN INDIVIDUAL BANKRUPTCY CASE**  
**Chapter 7, Chapter 11, Chapter 12 and Chapter 13**

**WHERE TO OBTAIN THE FORMS:**

You may obtain the required Official Forms (also called **OF's**) and Local Bankruptcy Forms (also called **LBF's**) from the court's website at [www.orb.uscourts.gov](http://www.orb.uscourts.gov).

These same required forms are listed for each Chapter by title on the next two pages.

**FILLING OUT THE FORMS:**

After you obtain the forms, you must complete and sign each required document (even if “zero” or “none” inserted in a blank) before submitting them to the Bankruptcy Court for filing.

**LEGAL ADVICE:**

Federal law prohibits the Bankruptcy Court from giving any type of legal advice or instruction. If you have a question about how to fill out a form, it is recommended that you contact an attorney.

**WHERE TO FILE YOUR DOCUMENTS:**

You may file your documents by either mailing them to the court, **or** by bringing them to the court in person.

If you reside in these counties: Benton, Coos, Curry, Douglas, Jackson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Marion or Polk, file your documents in Eugene at: U.S. Bankruptcy Court, 405 E 8<sup>th</sup> Ave #2600, Eugene OR 97401.

If you reside in any county not listed above, file your documents in Portland at: U.S. Bankruptcy Court, 1001 SW 5<sup>th</sup> Ave #700, Portland OR 97204.

**AFTER FILING YOUR DOCUMENTS:**

Read everything very closely that is sent to you regarding your bankruptcy.

A “Notice of Bankruptcy Case” will be mailed to you and to the parties on the mailing list you prepared. This document will list important information such as deadlines and the date, time and location of a hearing called “Meeting of Creditors.” You are required to attend this hearing. At this hearing, the trustee will question you about your assets and the documents you filed.

A “Letter to Debtors” will also be mailed to you. This document will have important information about items such as the Financial Management Education requirement, reaffirmation of debts and where to send pay stubs and tax returns.

## CHAPTER 7 CASE

A combination of [Official Forms](#) and [Local Forms](#) must be used. You can access these forms on the court's website at [www.orb.uscourts.gov](http://www.orb.uscourts.gov) under the "FORMS" tab. NOTE: Please be sure to use the correct Form number.

**IMPORTANT: You must complete and sign each required document (even if "none" or "zero" inserted in a blank). FILE THE FOLLOWING DOCUMENTS IN THE ORDER LISTED:**

You may put them together with a clip or rubber band, but *do not* staple or hole punch them.

- \$335 Filing Fee **or** Individual Debtor's Application to Pay Fees in Installments (LBF 110) **or** Application to Have the Chapter 7 Filing Fee Waived (Official Form 103B).
- A mailing list prepared following LBF 104 instructions [the mailing list does not require a signature]
- Statement of Social Security Number (Official Form 121)
- Petition (Official Form 101)
- Attorney's Disclosure Statement [if debtor is represented by an attorney]
- Individual Debtor's Statement of Intention (LBF 521.05)
- Summary of Your Assets & Liabilities (Official Form 106Sum)
- Schedules A/B, C, D, E/F, G, H, I, J, and possibly J-2 (Official Forms 106A-J)
- Declaration About an Individual Debtor's Schedules (Official Form 106Dec)
- Statement of Financial Affairs for Individuals (Official Form 107)
- Statement of Your Current Monthly Income (Official Form 122A-1) [please note: when filing Official Form 122A-1, an additional form may be required. Follow the instructions on the Form.]
- Certificate of Credit Counseling **or** Motion for Extension of Time/Exemption (LBF 100.3)

**Note to ECF Participants: Click [HERE](#) for Case Filing procedures and instructions for the order of documents in the petition pdf.**

## CHAPTER 11 CASE

A combination of [Official Forms](#) and [Local Forms](#) must be used. You can access these forms on the court's website at [www.orb.uscourts.gov](http://www.orb.uscourts.gov) under the "FORMS" tab. NOTE: Please be sure to use the correct Form number.

**IMPORTANT: You must complete and sign each required document (even if "none" or "zero" inserted in a blank). FILE THE FOLLOWING DOCUMENTS IN THE ORDER LISTED:**

You may put them together with a clip or rubber band, but *do not* staple or hole punch them.

- \$1,717 Filing Fee **or** \$405 minimum payment with Individual Debtor's Application to Pay Fees in Installments (LBF 110)
- A mailing list prepared following LBF 104 instructions [the mailing list does not require a signature]
- Statement of Social Security Number (Official Form 121)
- Petition (Official Form 101)
- Attorney's Disclosure Statement [if debtor is represented by an attorney]
- Summary of Your Assets & Liabilities (Official Form 106Sum)
- Schedules A/B, C, D, E/F, G, H, I, J, and possibly J-2 (Official Forms 106A-J)
- Declaration About an Individual Debtor's Schedules (Official Form 106Dec)
- Statement of Financial Affairs for Individuals (Official Form 107)
- Statement of Your Current Monthly Income (Official Form 122B)
- Certificate of Credit Counseling **or** Motion for Extension of Time/Exemption (LBF 100.3)
- Documents required by [11 USC §1116\(1\)](#) [only if debtor is a smallbusiness]
- (1) List of Creditors Who Have the 20 Largest Unsecured Claims (Official Form 104) listing creditor's name, address, amount owed, and contact person's name and phone number, and (2) an attached Certificate of Service that certifies you served on the U.S. Trustee a copy of the list and the mailing labels described below:
  - Mail to the U.S. Trustee's office: (1) a copy of the List of Creditors Who Have the 20 Largest Unsecured Claims and (2)
  - self-adhesive mailing labels with the name and service address for the debtor (or party designated to perform the debtor's duties), any joint debtor, any debtor's attorney, and each creditor on the list.

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## CHAPTER 12 CASE

A combination of [Official Forms](#) and [Local Forms](#) must be used. You can access these forms on the court's website at [www.orb.uscourts.gov](http://www.orb.uscourts.gov) under the "FORMS" tab. NOTE: Please be sure to use the correct Form number.

**IMPORTANT: You must complete and sign each required document (even if "none" or "zero" inserted in a blank). FILE THE FOLLOWING DOCUMENTS IN THE ORDER LISTED:**

You may put them together with a clip or rubber band, but *do not* staple or hole punch them.

- \$275 Filing Fee **or** Individual Debtor's Application to Pay Fees in Installments (LBF 110)
- A mailing list prepared following LBF 104 instructions [the mailing list does not require a signature]
- Statement of Social Security Number (Official Form 121)
- Petition (Official Form 101)
- Attorney's Disclosure Statement [if debtor is represented by an attorney]
- Financial Review of Debtor's Farming/Fishing Business (LBF Exhibit D-1)
- Financial Review of Debtor's Non-Farming/Non-Fishing Business (LBF Exhibit D-2) [if applicable]
- Summary of Your Assets & Liabilities (Official Form 106Sum)
- Schedules A/B, C, D, E/F, G, H, I, J, and possibly J-2 (Official Forms 106A-J)
- Declaration About an Individual Debtor's Schedules (Official Form 106Dec)
- Statement of Financial Affairs for Individuals (Official Form 107)
- Certificate of Credit Counseling **or** Motion for Extension of Time/Exemption (LBF 100.3)
- Chapter 12 Plan (LBF 1200.05)

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## CHAPTER 13 CASE

A combination of [Official Forms](#) and [Local Forms](#) must be used. You can access these forms on the court's website at [www.orb.uscourts.gov](http://www.orb.uscourts.gov) under the "FORMS" tab. NOTE: Please be sure to use the correct Form number.

**IMPORTANT: You must complete and sign each required document (even if "none" or "zero" inserted in a blank). FILE THE FOLLOWING DOCUMENTS IN THE ORDER LISTED:**

You may put them together with a clip or rubber band, but *do not* staple or hole punch them.

- \$310 Filing Fee **or** \$185 minimum payment with Individual Debtor's Application to Pay Fees in Installments (LBF 110)
- A mailing list prepared following LBF 104 instructions [the mailing list does not require a signature]
- Statement of Social Security Number (Official Form 121)
- Petition (Official Form 101)
- Financial Review of Debtor's Non-Farming/Non-Fishing Business (LBF Exhibit D-2) [if applicable]
- Financial Review of Debtor's Farming/Fishing Business (LBF Exhibit D-1) [if applicable]
- Summary of Your Assets & Liabilities (Official Form 106Sum)
- Schedules A/B, C, D, E/F, G, H, I, J, and possibly J-2 (Official Forms 106A-J)
- Declaration About an Individual Debtor's Schedules (Official Form 106Dec)
- Statement of Financial Affairs for Individuals (Official Form 107)
- Attorney's Disclosure Statement (LBF 1305) [if debtor is represented by an attorney]
- Statement of Your Current Monthly Income (Official Form 122C-1) [please note: when filing Official Form 122C-1, an additional form may be required. Follow the instructions on the Form.]
- Certificate of Credit Counseling **or** Motion for Extension of Time/Exemption (LBF 100.3)
- Chapter 13 Plan (LBF 1300.17)

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