

## PROCEDURES RE: FILING A NON-INDIVIDUAL BANKRUPTCY CASE

### **Where to Obtain the Forms**

You may obtain forms from the U.S. Courts website and Oregon Bankruptcy Court website as follows:

- <https://www.uscourts.gov/forms/bankruptcy-forms> - Official Forms (OF)
- <https://www.orb.uscourts.gov/forms/all-local-forms> - Local Bankruptcy Forms (LBF)

The required forms for each chapter are listed on pages 3-5 of this document.

### **Filling Out the Forms**

After you obtain the forms, you must complete and sign each required document before submitting them to the court for filing.

You may need to enter “zero” or “none” in a blank to fully complete the form.

### **Attorney Representation Required for Most Non-Individual Debtors**

Per Local Bankruptcy Rule 9010-1(c), an organization other than corporate standing or panel trustee must be represented by an attorney to file any document with the court—including bankruptcy petitions—other than proofs of claim or other documents filed electronically via ePOC or the “Creditor Claimant” menu in ECF see the [Electronic Filing](#) page of the court’s website for more information).

### **Legal Advice**

Federal law prohibits the bankruptcy court from giving any type of legal advice or instruction.

### **Where to File Your Documents**

| <b>If you reside in this county:</b>   | <b>Mail or deliver documents to:</b>                                 |
|--|--|
| Benton, Coos, Curry, Douglas, Jackson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Marion, Polk | U.S. Bankruptcy Court<br>405 E 8th Ave. #2600<br>Eugene, OR 97401    |
| Any other county   | U.S. Bankruptcy Court<br>1050 SW 6th Ave. #700<br>Portland, OR 97204 |

### **After You File**

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 creditors 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 the “Meeting of Creditors.” **You are required to attend this hearing.**

At the “Meeting of Creditors” hearing, the trustee will question you about your assets and the documents you filed.

## **Chapter 7 Case**

A combination of [Official Forms](#) (OF) and [Local Bankruptcy Forms](#) (LBF) must be used. You can find links to access both types of forms on page 1 of this document and under the “Forms” heading on the court’s website at <https://www.orb.uscourts.gov/forms>. Please be sure to use the correct form.

You must complete and sign each required document (even if “none” or “zero” must be 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.

- \$338 Filing Fee
- A mailing list prepared following LBF 104 instructions
- Petition (OF B 201)
- Attorney's Disclosure Statement
- Summary of Assets & Liabilities (OF B 206Sum)
- Schedules A/B, D, E/F, G, H (OF B 206A/B-H)
- Declaration Under Penalty of Perjury for Non-Individual Debtor (OF B 202)
- Statement of Financial Affairs for Non-Individual (OF B 207)
- Corporate Ownership Statement (see Federal Rule of Bankruptcy Procedure 1007) (only if debtor is a non-governmental corporation)

***Note to CM/ECF Participants: [Click here](#) for case filing procedures.***

## **Chapter 11 Case**

A combination of [Official Forms](#) (OF) and [Local Bankruptcy Forms](#) (LBF) must be used. You can find links to access both types of forms on page 1 of this document and under the “Forms” heading on the court’s website at <https://www.orb.uscourts.gov/forms>. Please be sure to use the correct form.

You must complete and sign each required document (even if “none” or “zero” must be 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.

- \$1,738 Filing Fee
- A mailing list prepared following LBF 104 instructions
- Petition (OF B 201)
- Attorney's Disclosure Statement
- Summary of Assets & Liabilities (OF B 206Sum)
- Schedules A/B, D, E/F, G, H (OF B 206A/B-H)
- Declaration Under Penalty of Perjury for Non-Individual Debtor (OF B 202)
- Statement of Financial Affairs for Non-Individual (OF B 207)
- Attachments to Voluntary Petition (OF B 201A) (only if debtor files periodic reports)
- List of Creditors Who Have the 20 Largest Unsecured Claims (OF B 204)
- Corporate Ownership Statement (see Federal Rule of Bankruptcy Procedure 1007) (only if debtor is a non-governmental corporation)
- Documents required by 11 U.S.C. § 1116(1) (only if debtor is proceeding under subchapter V or is a small business)

***Note to CM/ECF Participants: [Click here](#) for case filing procedures.***

## **Chapter 12 Case**

A combination of [Official Forms](#) (OF) and [Local Bankruptcy Forms](#) (LBF) must be used. You can find links to access both types of forms on page 1 of this document and under the “Forms” heading on the court’s website at <https://www.orb.uscourts.gov/forms>. Please be sure to use the correct form.

You must complete and sign each required document (even if “none” or “zero” must be 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.

- \$278 Filing Fee
- A mailing list prepared following LBF 104 instructions
- Petition (OF B 201)
- Attorney's Disclosure Statement
- 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 Assets & Liabilities (OF B 206Sum)
- Schedules A/B, D, E/F, G, H (OFs B 206A/B-H)
- Declaration Under Penalty of Perjury for Non-Individual Debtor (OF B 202)
- Statement of Financial Affairs for Non-Individual (OF B 207)
- Corporate Ownership Statement (see Federal Rule of Bankruptcy Procedure 1007) (only if debtor is a non-governmental corporation)
- Chapter 12 Plan (LBF 1200.05)

***Note to CM/ECF Participants: [Click here](#) for case filing procedures.***