

INSTRUCTIONS FOR FILING A NON-INDIVIDUAL BANKRUPTCY CASE

Chapter 7, Chapter 11, and Chapter 12

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.

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 8th 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 5th 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.

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 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
- A mailing list prepared following LBF 104 instructions [the mailing list does not require a signature]
- Petition (Official Form 201)
- Attorney's Disclosure Statement
- Summary of Assets & Liabilities (Official Form 206Sum)
- Schedules A/B, D, E/F, G, H (Official Forms 206A-H)
- Declaration Under Penalty of Perjury for Non-Individual Debtor (Official Form 202Dec)
- Statement of Financial Affairs for Non-Individual (Official Form 207)
- Corporate Ownership Statement ([FRBP 1007](#)) [only if debtor is a non-governmental corporation]

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 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
- A mailing list prepared following LBF 104 instructions [the mailing list does not require a signature]
- Petition (Official Form 201)
- Attorney's Disclosure Statement
- Schedules A/B, D, E/F, G, H (Official Forms 206A-H)
- Declaration Under Penalty of Perjury for Non-Individual Debtor (Official Form 202Dec)
- Statement of Financial Affairs for Non-Individual (Official Form 207)
- Attachment to Voluntary Petition (Official Form 201A) [only if debtor files Periodic Reports]
- (1) List of Creditors Who Have the 20 Largest Unsecured Claims (Official Form 204) 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.
- Corporate Ownership Statement ([FRBP 1007](#)) [only if debtor is a non-governmental corporation]
- Documents required by [11 USC §1116\(1\)](#) [only if debtor is a small business]

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

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 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
- A mailing list prepared following LBF 104 instructions [the mailing list does not require a signature]
- Petition (Official Form 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 (Official Form 206Sum)
- Schedules A/B, D, E/F, G, H (Official Forms 206A-H)
- Declaration Under Penalty of Perjury for Non-Individual Debtor (Official Form 202Dec)
- Statement of Financial Affairs for Non-Individual (Official Form 207)
- Corporate Ownership Statement ([FRBP 1007](#)) [only if debtor is a non-governmental corporation]
- Chapter 12 Plan (LBF 1200.05)

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