

---

United States Bankruptcy Court  
Eastern District of Missouri

## Filing Requirements - Chapter 13

The following documents must be filed to commence a case under Chapter 13.

### **Chapter 13 - Filing Fee \$274.00**

1. Voluntary Petition (Official Form B1)
2. Exhibit C to Voluntary Petition (only if yes is marked on the second page of the Voluntary Petition) (due within 5 days)
3. Summary of Schedules (Official Form B6) (due within 15 days)
4. Statistical Summary of Certain Liabilities (Official Form B6 - Summ 2) (individuals only) (due within 15 days)
5. Schedules A-J (Official Forms B6 A-J) (due within 15 days)
6. Declaration Concerning Debtor's Schedules (Official Form B6 - Decl) (due within 15 days)
7. Statement of Financial Affairs (Official Form B7) (due within 15 days)
8. Social Security Number Verification Form (Official Form B21) (due with petition or show cause hearing)
9. Chapter 13 Plan (Local Form 13) (due within 15 days)
10. Attorney Compensation Disclosure (Fed. R. Bankr. P. 2016(b)) (due within 5 days)
11. Chapter 13 Attorney Fee Election Form (CM/ECF Virtual Event - no document needs to be uploaded) (due within 15 days)
12. Matrix and Verification of Creditor Matrix (Local Form 2)
13. Credit Counseling Certificate, Exhibit D, Certification of Exigent Circumstances, or Motion for Exemption (Bankruptcy Code §§ 109(h) and 521(b)) (due immediately unless Exhibit D indicates that the Credit Counseling Certificate will be filed within 15 days)
14. Statement of Current Monthly Income and Disposable Income Calculation Form (Official Form 22C) (individual cases only) (due within 15 days)
15. Filing Fee or Application to Pay Filing Fee through the Plan
16. Non-attorney Preparer Notice (individuals only)
17. Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition (Bankruptcy Code § 521(a)) (to be included in Item 17 of Schedule I and Item 19 of Schedule J) (individuals only) (due within 15 days)
18. Records of any interest in an educational Individual Retirement Account or state tuition program (to be included in Item 11 of Schedule B and filed separately) (individuals only) (due within 15 days)