

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA**

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. 19th St., Suite D
Yuma, AZ 85364
928-783-2288

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 or on 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, 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. Mailing List of Creditors
2. Statement of Social Security Number
3. Credit Counseling Certificate. You may check the following web site for approved providers, 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 A through J and Summary
2. Statement of Financial Affairs
3. Individual Debtor Statement of Current Monthly Income
4. Declaration of Evidence of Employers' Payments Within 60 Days
5. Chapter 13 Plan (Model Plan Form 13-2 available from website)

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 or call 602-682-4000.