

Appendix to Procedures E-File a Voluntary Bankruptcy Case - Attachment 1, Deficiency Lists in Case Opening -

These instructions provide guidance on completing the deficiency lists for each chapter in CM-ECF voluntary bankruptcy case opening process.

The instructions on the deficiency screen tell you to “Check item(s) NOT included in the petition.” **NOTE:** If you are filing a skeleton, a/k/a an emergency, petition (i.e., only the petition, mailing list as a text file, and signature page), check the items with the boxes (shown in the lists below). **Do not check every individual schedule.** Always check the fewest number of boxes to describe the missing documents. Remember that these documents (with a few exceptions for chapter 11 cases) are required by 11 U.S.C. § 521 (a). With the exception of the Mailing List of Creditors (which you submit as a text file) and certain chapter 11 documents¹, all of the documents listed on the deficiency lists are due within 15 days of the filing of the petition.

After selecting the deficient documents, click on the button to submit this information and continue with case opening.

Deficiency List in Chapter 7 Case Opening:

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedule I, line 17
- Schedule J, line 19
- Sum of Sched & Statistical Sum
- Schedules A-J, Summaries
- Stmt. of Fin. Affairs
- Schedules A-J, Sums, StmtFA
- Ch. 7 Means Test Stmt
- Mailing List of Creditors

Deficiency List in Chapter 11 Case Opening:

¹In a chapter 11 case, the list of unsecured creditors holding the 20 largest claims is due at the time the petition is filed. In a small business chapter 11 case, the documents required by 11 U.S.C. § 1116 are required to be filed *with* the petition.

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedule I, line 17
- Schedule J, line 19
- Sum of Sched & Statistical Sum
- Schedules A-J, Summaries
- Stmt. of Fin. Affairs
- Schedules A-J, Sums, StmtFA
- Ch 11 Curr Inc Stmt
- List Equity Sec Holders
- 20 large unsec creditors
- Mailing List of Creditors

Deficiency List in Chapter 12 Case Opening:

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedule I, line 17
- Schedule J, line 19
- Sum of Sched & Statistical Sum
- Schedules A-J, Summaries
- Stmt. of Fin. Affairs
- Schedules A-J, Sums, StmtFA
- Statement of current monthly income
- Mailing List of Creditors

Deficiency List in Chapter 13 Case Opening:

- Schedule A
- Schedule B
- Schedule C
- Schedule D
- Schedule E
- Schedule F
- Schedule G
- Schedule H
- Schedule I
- Schedule J
- Schedule I, line 17
- Schedule J, line 19
- Sum of Sched & Statistical Sum
- Schedules A-J, Summaries
- Stmt. of Fin. Affairs
- Schedules A-J, Sums, StmtFA
- Ch 13 Curr Income Calc
- Chapter 13 Plan
- Mailing List of Creditors

If you have questions, please contact the Clerk's Office at 505-348-2500 or toll free 866-291-6805 and select option #3 from the menu.