



Electronic Self-Representation (eSR) Bankruptcy Petition Checklist Chapter 13



BEFORE YOU BEGIN THE ELECTRONIC BANKRUPTCY PETITION – THIS IS TO BE USED ONLY AS A GUIDE

THE FOLLOWING INFORMATION may be required to complete your electronic bankruptcy petition. **If you are married and filing jointly, this information is required for each spouse.** eSR is for debtors with primarily consumer debts. eSR is **not designed for filings by corporations or other business entities.**

- eSR **may not** be the best option for [emergency filings](#).
 - Clerk's Office employees are **NOT** attorneys and cannot give you **ANY** legal advice.
 - **IF YOU NEED LEGAL ADVICE, PLEASE CONTACT THE [BANKRUPTCY PRO SE HELP DESK](#).**
 - You must have a computer or tablet with Internet connection. eSR will not work from a smart phone.
 - You will need a valid email address which will serve as your login ID for eSR.
- Y **Certificate of Credit Counseling.** Within 180 days before you file bankruptcy, you must receive a briefing about credit counseling from an approved credit counseling agency. [Click here for more information](#)
- Y **Social Security Number** or Individual Taxpayer Identification Number (ITIN).
- Y **\$313.00 filing fee.** Submit cash in person at the court, a cashier's check or money order, payable to "Clerk, U.S. Bankruptcy Court" or complete an [Application for Individuals to Pay the Filing Fee in Installments](#). For more information on how to make payments and installments: <https://www.ilnb.uscourts.gov/fees>
- Y **A list of names and addresses of all your creditors.** A list of any leases (apartment, vehicle) or rental agreements (furniture, appliances).
- Y **A free annual credit report is useful** when completing the bankruptcy forms. Obtain one here: www.annualcreditreport.com
- Y **A list of everything you own** (or have an ownership interest in), including real property, personal property, and community property. Determine the location and current market value of each item.
- Y **Names and addresses of all your co-debtors or co-signers** (any person or entity other than a spouse in a joint case that is also liable for any of your debt).
- Y **Proof of all income for the past six (6) months, including income from employment or public benefits.** Copies of all payment advices or other evidence of payment you received from any employer within 60 days before filing the petition.
- Y **401k plan, Individual Retirement Account, and pension plan statements** for the past twelve (12) months.
- Y **Bank statements** for the past six (6) months, including statements for accounts closed within last year.



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- Y Information on any **lawsuits** pending against you and any lawsuits you have filed or may file.
- Y **Tax Returns** for the past two (2) years.
- Y **Prior bankruptcy case numbers and date(s) of filing.**
- Y **List of all your monthly expenses.**
- Y **Copies of your most recent bills or statements for all debts owed.** These may include:
 - Credit card statements
 - Collection notices
 - [Judgments/liens](#)
 - Homeowner association past due notices
 - Child/spousal domestic support obligations
 - Tax bills (federal, state, local government, penalties)
 - Auto loan/lease statements
 - Home loan statements
 - Parking tickets/moving violations
 - Medical bills
 - Student loan statements
 - Furniture loan agreements
 - Community property debt
 - Landlord/rental contracts
- Y Please see the [Guide for Individuals Filing a Bankruptcy without an Attorney](#).
- Y A list of [bankruptcy](#) terms to assist you when filing without an attorney.