

**United States Bankruptcy Court**  
Central District of California

# **Chapter 7 Petition Package (Non-Individual Debtors)**

Requirements and Forms for Non-Individuals  
Filing a Chapter 7 Bankruptcy Case in the  
Central District of California

**Revised February 2020**

Check the Court's website [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov) to verify that you are  
using the latest version of the Petition Package



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### **Introduction**

This Chapter 7 Petition Package includes the basic information and forms required for a non-individual debtor to file a voluntary chapter 7 bankruptcy case in the Central District of California, as specified in the *Court Manual*, Section 2 *Filing Requirements and Procedures*.

The forms in this Petition Package are *not* fillable. You may retrieve fillable versions of the forms at <http://www.uscourts.gov/forms/bankruptcy-forms>.

Non-individual debtors must be represented by an attorney and should refer to the *Instructions for Bankruptcy Forms for Non-Individuals*, available on the Court's website, under Petition Forms.

Attorneys filing through CM/ECF should refer to the [Court Manual Section 3 CM/ECF Procedures](#).

***Please note that court staff is prohibited from giving legal advice.***

## **Requirements for Non-Individuals Filing a Chapter 7 Bankruptcy Case**

To file a chapter 7 bankruptcy case in the Central District of California, non-individual debtors:

- 1) **MUST** be represented by an attorney (LBR 9011-2(a)).
- 2) **MUST** pay the chapter 7 filing fee. Consult the [Court Manual](#) for fee amounts and payment methods.
- 3) **MUST** file the following documents, if applicable, at the bankruptcy court in the following order.

**At a minimum, documents in this box (A, and B) MUST BE FILED, when applicable, or the bankruptcy filing will not be accepted.**

- A. ☐ Voluntary Petition for Non-Individuals Filing for Bankruptcy (Official Form 201) – this completed form must be signed by the authorized representative of the Debtor.
- B. ☐ Master Mailing List of Creditors - this is not a form, it is a list of creditors' names and addresses. Please see the *Requirements for Master Mailing List of Creditors* on page 4.

### **The Following Documents Must be Filed with the Voluntary Petition or within 14 days After Filing the Voluntary Petition**

The following documents, if applicable, **MUST** also be filed at the bankruptcy court with the Voluntary Petition, or within 14 days after the filing of the Voluntary Petition. If the following documents are not filed within 14 days after the filing of the Voluntary Petition, the bankruptcy case may be dismissed. If that happens, you will lose whatever filing fee you paid, and your creditors will be able to resume collection activities against you.

- C. ☐ Corporate Resolution Authorizing Filing of the Petition - this is not a form and is required only if the debtor is a corporation.
- D. ☐ Corporate Ownership Statement (LBR form F 1007-4.CORP.OWNERSHIP.STMT) - this form is required only if the debtor is a corporation (other than a government unit) [LBR 1007-4].
- E. ☐ Statement of Related Cases (LBR form F 1015-2.1.STMT.RELATED.CASES)
- F. ☐ Summary of Assets and Liabilities for Non-Individuals (Official Form 206Sum)



- G. ☐ Schedules A/B, D through H If any of the applicable schedules do not apply, the Debtor MUST print "None" on the form and file it with the other documents)
- ☐ Schedule A/B: Assets – Real and Personal Property  
(Official Form 206A/B)
- ☐ Schedule D: Creditors Who Have Claims Secured by Property  
(Official Form 206D)
- ☐ Schedule E/F: Creditors Who Have Unsecured Claims  
(Official Form 206E/F)
- ☐ Schedule G: Executory Contracts and Unexpired Leases  
(Official Form 206G)
- ☐ Schedule H: Codebtors (Official Form 206H)
- H. ☐ Declaration Under Penalty of Perjury for Non-Individual Debtors  
(Official Form 202)
- I. ☐ Statement of Financial Affairs for Non-Individuals Filing For Bankruptcy  
(Official Form 207)
- J. ☐ Disclosure of Compensation of Attorney for Debtor  
(Official Form 2030) – this form is required when an attorney represents the debtor and/or prepared the bankruptcy filing documents.
- K. ☐ Verification of Master Mailing List of Creditors [LBR 1007-1(a)]  
(LBR form F 1007-1.MAILING.LIST.VERIFICATION)

### **Optional Form with No Deadline for Filing**

- L. ☐ Debtor's Request to Activate Electronic Noticing (DeBN)  
(local form F 9036-1.1.DeBN.ACTIVATE) – this is an *optional* form for the debtor's authorized representative to request orders and court-generated notices by email (at no cost) through the [DeBN](#) program, instead of by U.S. mail.



## **Requirements for Master Mailing List of Creditors**

A Master Mailing List of Creditors, with the names and addresses of the creditors, must be filed in all bankruptcy cases and must be submitted in the following format (see Example of Format for Master Mailing List on the next page):

1. Typed on **blank**, unlined, standard white 8-1/2 x 11 inch medium weight paper using **uppercase** and **lowercase** letter quality fonts, no smaller than **10 point** nor greater than **14 point**, in either Arial, Calibri, Cambria, Courier, Times New Roman, Helvetica, Geneva, or Letter Gothic.
2. Typed in a single column with no letters closer than 1-1/2 inches from any edge of the paper and left justified.
3. Typed with no more than **8 name/address blocks per page**. Each block must consist of no more than **4 lines total for each** name/address with at least **2 blank lines** in between.
4. Master Mailing List pages must list the creditors from Schedules D, E, and F of the bankruptcy case filing. Use as many pages as needed. **Do not include** the debtor, joint debtor, U.S. Trustee, Internal Revenue Service, or Franchise Tax Board on the Master Mailing List.
5. Each line can be no more than 35 characters in length including spaces. The **attention line**, if any, must be included on the **second line** of the block. **DO NOT INCLUDE ACCOUNT NUMBERS**. The **city, state (2-letter abbreviation in capital letters only, e.g., CA), and zip code** must be on the last line. Nine-digit zip codes should be separated by a hyphen.
6. Do not use punctuation, except for one comma between city and state (for example Los Angeles, CA 90012).



## **Example of Format for Master Mailing List of Creditors**

Acme Auto Repair  
1234 S Street  
Los Angeles, CA 90005

Acme Hair Repair  
Attn Herman  
1234 S Ave  
Los Angeles, CA 90005-0001

Acme Dental Clinic  
745 Tungsten Boulevard  
Hollywood, CA 90027

Acme Talent Agency  
421 N Copper Canyon Way  
Burbank, CA 91505-0002

Loans By Acme  
7485 Chromium Circle  
Beverly Hills, CA 90210

Acme And Sons Insurance  
Attn D Acme  
13363 Roads End Street Suite 25  
Van Nuys, CA 91401

Acme Bar and Grill  
114 Aluminum Alley  
Chatsworth, CA 91313



## Definition of Terms

**Automatic Stay** – An injunction that automatically stops lawsuits, foreclosures, garnishments, and most collection activities against the debtor the moment a bankruptcy petition is filed.

**Bankruptcy Code** – The Bankruptcy Code is available online at <http://law.abi.org/>.

**Court Manual** – The Court Manual serves as the administrative portion of the Local Bankruptcy Rules. It lists all the documents that must be prepared in order to file bankruptcy. The Court Manual also contains other useful information for the public, including filing fees and procedures, telephone numbers, clerical and mechanical rules, and instructions and guides for public access to court dockets, records, and court technology. The Court Manual is available online at [www.cacb.uscourts.gov/court-manual](http://www.cacb.uscourts.gov/court-manual).

**Debtor** – An individual, a married couple, or non-individual that has filed a bankruptcy petition.

**FRBP** – The Federal Rules of Bankruptcy Procedure (FRPB) govern procedures for bankruptcy proceedings and are available online at <http://law.abi.org>.

**Local Bankruptcy Rules (LBRs)** – The Local Bankruptcy Rules, often referred to as LBRs, are a set of procedures and mandatory requirements for bankruptcy cases and proceedings in the Central District of California. LBRs also give parties and their attorneys instructions for getting their requests in front of the judge and list requirements for attorneys, trustees, and other parties who work for a bankruptcy estate.

**Local Bankruptcy Rules Forms** – Local Bankruptcy Rules Forms are approved for use by the Bankruptcy Court for the Central District of California and work in conjunction with the Local Bankruptcy Rules. LBR forms numbers are preceded with the letter “F” followed by the applicable LBR number. LBR forms are available online at [www.cacb.uscourts.gov/forms](http://www.cacb.uscourts.gov/forms).

**Non-Individual** – A corporation, partnership, unincorporated association, or trust.

**Official Forms** – Forms created by the United States Courts for national use and are available at [www.uscourts.gov/forms/bankruptcy-forms](http://www.uscourts.gov/forms/bankruptcy-forms). Many often used Official Forms are also available on the Court’s website at [www.cacb.uscourts.gov/forms](http://www.cacb.uscourts.gov/forms).

