



UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA

www.azb.uscourts.gov

CHAPTER 7

ELECTRONIC SELF REPRESENTATION (eSR) DOCUMENT REQUIREMENTS

<https://ecf.azb.uscourts.gov/n/esr/pages/registration.jsf>

By completing and submitting an eSR petition package online the following documents will be electronically submitted to the Court:

1. Voluntary Petition for Individuals Filing for Bankruptcy (Form 101)
2. Mailing List of Creditors
3. Schedules (Form 106A/B, 106C, 106D, 106E/F, 106G, 106H, 106I, 106J, 106J-2, 106 Sum, 106 Dec)
4. Statement of Financial Affairs for Individuals Filing for Bankruptcy (Form 107)
5. Statement of Intention for Individuals Filing for Bankruptcy (Form 108)
6. Chapter 7 Statement of Your Current Monthly Income

Once you submit the eSR petition package, you have **ten (10) days** to complete the filing process by delivering in person, by U.S. mail, or overnight carrier the following additional items. Forms requiring a signature **MUST** include an original signature.

- Original Certificate of Credit Counseling for each debtor (paper copy – electronic version not accepted). You may check the following website for approved Credit Counseling providers www.usdoj.gov/ust. The credit counselor will provide the certificate you need to file with the Court.
- Filing Fee options:
 - The full amount of the filing fee \$338.00 (money order or cashier's check made payable to Clerk, U.S. Bankruptcy Court. **Cash is not accepted.**) **OR;**
 - A completed Application for Individuals to Pay the Filing Fee in Installments **OR;**
 - A completed Application to Have the Chapter 7 Filing Fee Waived
- Copy of Government-issued photo identification (e.g. driver's license, passport)

- Copy of the eSR confirmation email
- Signed Statement About Your Social Security Number ([Form 121](#))
- Signed Declaration Under Penalty of Perjury for Debtors Without Attorney
- Signed Declaration of Evidence of Employer Payments ([Local Rule Form 1007-3](#))
- Signed Declaration Regarding Electronic Submission (Self-Representation Individual)

Forms are available on our website: www.azb.uscourts.gov/court-forms and www.uscourts.gov/forms/bankruptcy-forms

Important: Your case will be officially filed ONLY when all the signed documents are received. A Notice of Bankruptcy Filing and case number will be provided to you when the case is officially filed. You do not have any protections of bankruptcy such as stopping a foreclosure until the case is officially filed and you have a case number.

The required documents can be dropped off at the following locations:

TUCSON DIVISION
James A Walsh Courthouse
38 S. Scott Avenue
Tucson AZ 85701
520-202-7550

PHOENIX DIVISION
Federal Building and U.S. Courthouse
230 N. First Avenue, Suite 101
Phoenix AZ 85003
602-682-4000

YUMA DIVISION
John M. Roll Courthouse
98 W. 1st Street, 2nd Floor
Yuma AZ 85364

***Please note, payments should only be mailed to the Phoenix or Tucson locations. Yuma is unable to accept any payments**

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) will go 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

A debtor must complete an instructional course in personal financial management before a discharge can be entered by the Court. You must complete and file a Debtor's Certification of Completion of the Personal Financial Management class. This form is required to be filed within 60 days after the first date for the meeting of creditors. Failure to file the certification could cause your case to be closed without entry of a discharge. If your case is closed without a discharge, you could be required to pay a reopening fee of \$260 to reopen your case. You may check the following web site for approved providers, www.usdoj.gov/ust or call 602-682-4000.