

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO
 455 JOHN F. SEIBERLING FEDERAL BUILDING & U.S. COURTHOUSE
 TWO SOUTH MAIN STREET
 AKRON, OHIO 44308

KENNETH J. HIRZ
 CLERK OF COURT

Telephone: (330) 252-6100 Fax: (330) 252-6115

DATE: _____

CASE NO#: _____

DEBTOR: _____

Dear Attorney/Debtor(s):

On the above date, you filed a case in the United States Bankruptcy Court with only the minimum pleadings. The following is a list of the items which should be included with your filing. A check mark has been placed beside the additional document(s) required:

MISSING FORM	WRONG FORM	DOCUMENT NAME
		Summary of Schedules/Statistical Summary and Schedules A - J and Declaration Concerning Debtor's Schedules (Official Form 6)
		Legal Description of all Real Property and Land Contracts
		Statement of Financial Affairs and Declaration (Official Form 7)
		Attorney Fee Disclosure Statement
		Chapter 13 Plan
		Matrix (DUE WITHIN ONE (1) DAY)
		Voluntary Petition
		Exhibit D to Voluntary Petition
		Certification regarding credit briefing, or requesting a waiver based on exigent circumstances, Motion for Exemption or Motion to Extend Time to file credit briefing
		Official Form 22A(Ch7), 22B(Ch11), or 22C(Ch13) (Means Test Forms)
		Copies of Pay Stubs (Payment Advices) or Other Evidence of Payment Received Within 60 Days Before the Date of the Filing of the Petition, by the Debtor from Any Employer of the Debtor; or <i>Statement of explanation Concerning Payment Advices, if applicable.</i>

WRONG FORM(S) CHECKED ABOVE - CORRECT FORM(S) **DUE BY:** _____

MISSING FORM(S) CHECKED ABOVE - FORM(S) **DUE BY:** _____

These documents are to be submitted by the due date indicated above. If additional time to prepare these forms is needed, you must file a motion requesting an extension of time before the due date indicated above. Your failure to submit the proper pleadings, or to receive an order extending time to file them, may cause the Court to dismiss this case.

Kenneth J. Hirz, Clerk of Court