

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
		Voluntary Petition
		Summary of Assets and Liabilities and Schedules A/B - J [J-2] and Declaration Concerning Debtor's Schedules (Official Form B106 or B206)
		Legal Description of all Real Property and Land Contracts
		Statement of Financial Affairs (Official Form B107 or B207)
		Official Form B122A(Ch7), B122B(Ch11), or B122C(Ch13) (Means Test Forms)
		Bankruptcy Petition Preparer Declaration/Disclosure of Compensation
		Matrix (DUE WITHIN 24 HOURS)
		Chapter 13 Plan
		Credit Counseling Certificate
		Copies of Pay Stubs (Payment Advices) or Other Evidence of Payment Received Within 60 Days Before the Date of the Filing of the Petition <i>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