

UNITED STATES BANKRUPTCY COURT
 NORTHERN DISTRICT OF OHIO
 455 JOHN F. SEIBERLING FEDERAL BUILDING & U.S. COURTHOUSE
 TWO SOUTH MAIN STREET
 AKRON, OHIO 44308
 Telephone: (330) 252-6100 Fax: (330) 252-6115

JOSIAH C. SELL
 CLERK OF COURT

DATE: _____ **CASE NUMBER:** _____

DEBTOR: _____

Dear 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 (Official Form B101)
		Summary of Assets and Liabilities, and Schedules A/B, C, D, E/F, G, H, I, J [J-2], and Declaration Concerning Debtor's Schedules (Official Forms B106)
		Legal Description of all Real Property and Land Contracts
		Statement of Financial Affairs (Official Form B107)
		Means Test Form - Official Form B122A(Ch7), B122B(Ch11), or B122C(Ch13)
		Bankruptcy Petition Preparer's Declaration (Official Form B119) / Disclosure of Compensation of Bankruptcy Petition Preparer (Official Form B2800)
		Matrix (DUE WITHIN 24 HOURS)
		Chapter 13 Plan (Official Form B113)
		Credit Counseling Certificate
		Copies of All Payment Advices (Pay Stubs) or Other Evidence of Payment That You Received Within 60 Days Before You Filed Your Bankruptcy Case (or Statement Concerning No Payment Advices, if applicable)

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.

Josiah C. Sell, Clerk of Court