

- Party in interest – A party who has standing to be heard by the court in a matter to be decided in the bankruptcy case. The debtor, the U.S. trustee or bankruptcy administrator, the case trustee and creditors are parties in interest for most matters.
- **Personal identifier** – Personal Identifiers include:
 - Social Security Numbers
 - Financial Account Numbers
 - Dates of birth
 - Names of minor children
 - Home addresses (in criminal cases only)
- **Petition preparer** – A business not authorized to practice law that prepares bankruptcy petitions.
- **Plan** – A debtor’s detailed description of how the debtor proposes to pay creditors’ claims over a fixed period of time.
- **Plaintiff** – A person or business that files a formal complaint with the
- **Postpetition transfer** – A transfer of a debtor’s property made after the commencement of the case.
- **Prebankruptcy planning** – The arrangement (or rearrangement) of a debtor’s property to allow the debtor to take maximum advantage of exemptions. (Prebankruptcy planning typically includes converting nonexempt assets into exempt assets.)
- **Preferential debt payment** – A debt payment made to a creditor in the 90day period before a debtor files bankruptcy (or within one year if the creditor was an insider) that gives the creditor more than the creditor would receive in the debtor’s chapter 7 case.
- **Presumption of abuse** – see means test
- **Priority** – The Bankruptcy Code’s statutory ranking of unsecured claims that determines the order in which unsecured claims will be paid if there is not enough money to pay all unsecured claims in full. For example, under the Bankruptcy Code’s priority scheme, money owed to the case trustee or for prepetition alimony and/or child support must be paid in full before any general unsecured debt (i.e. trade debt or credit card debt) is paid.

- **Priority claim** – An unsecured claim that is entitled to be paid ahead of other unsecured claims that are not entitled to priority status. Priority refers to the order in which these unsecured claims are to be paid.
- **Proof of claim** – A written statement and verifying document filed by a creditor that describes the reason the debtor owes the creditor money. (There is an official form for this purpose.)
- **Property of the estate** – All legal or equitable interests of the debtor in property as of the commencement of the case.
- **Reaffirmation agreement** – An agreement by a chapter 7 debtor to continue paying a dischargeable debt (such as an auto loan) after the bankruptcy, usually for the purpose of keeping collateral (ie. the car) that would otherwise be subject to repossession.
- **Redact** – The process of blackingout personal identifiers is known as redaction. Guidelines for redacting or blackingout Personal Identifiers are as follows:
 - Social Security Numbers: only the last four digits should be visible
 - 123456789 should be redacted to xxxxx6789
 - Financial account numbers: only the last four digits should be visible
 - 12 3456789 10 11 should be redacted to xx xxxxxx 10 11
 - Dates of birth: only the year of the date of birth should be visible
 - 1/23/45 should be redacted to x/xx/45
 - Names of minor children: only the initials should be visible
 - John Doe should be redacted to J.D.
 - Home addresses (in criminal cases only): only the city and state should be visible
 - 1234 Main Street, Madison, Wisconsin should be redacted to Madison, Wisconsin
- **Secured creditor** – An creditor holding a claim against the debtor who has the right to take and hold or sell certain property of the debtor in satisfaction of some or all of the claim.

- **Secured debt** – Debt backed by a mortgage, pledge of collateral, or other lien; debt for which the creditor has the right to pursue specific pledged property upon default. Examples include home mortgages, auto loans and tax liens.
- **Schedules** – Detailed lists filed by the debtor along with (or shortly after filing) the petition showing the debtor's assets, liabilities, and other financial information. (There are official forms a debtor must use.)
- **Small business case** – A special type of chapter 11 case in which there is no creditors' committee (or the creditors' committee is deemed inactive by the court) and in which the debtor is subject to more oversight by the U.S. trustee than other chapter 11 debtors. The Bankruptcy Code contains certain provisions designed to reduce the time a small business debtor is in bankruptcy.
- **Statement of financial affairs** – A series of questions the debtor must answer in writing concerning sources of income, transfers of property, lawsuits by creditors, etc. (There are official forms a debtor must use.)
- **Statement of intention** – A declaration made by a chapter 7 debtor concerning plans for dealing with consumer debts that are secured by property of the estate.
- **Substantive consolidation** – Putting the assets and liabilities of two or more related debtors into a single pool to pay creditors. (Courts are reluctant to allow substantive consolidation since the action must not only justify the benefit that one set of creditors receives, but also the harm that other creditors suffer as a result.)