

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO**

USE OF BANKRUPTCY PETITION PREPARERS

Any debtor who pays someone other than an attorney to help prepare a bankruptcy petition and schedules should be aware of the following:

- 1. By federal law, the person offering to help you is only permitted to provide limited services, such as:**
 - a. Giving you copies of blank bankruptcy forms;**
 - b. Telling you where the Bankruptcy Court is located, its hours of operation, and how much it costs to file for bankruptcy;**
 - c. Typing on your petition and schedules only the information that you have provided for those forms, and;**
 - d. Making copies of your completed bankruptcy petition and schedules.**
- 2. By federal law, a bankruptcy petition preparer may not:**
 - a. Offer you any legal advice;**
 - b. Collect or receive any payment from you for the Court filing fees;**
 - c. File any document with the Court on your behalf.**
- 3. By federal law, the person who offered to help you must do ALL of the following:**
 - a. Sign your bankruptcy petition;**
 - b. Print his/her name, address, and Social Security number on your bankruptcy petition;**
 - c. Complete for filing the Disclosure of Compensation of Bankruptcy Petition Preparer ([Form B280](#)); and**
 - d. Complete for filing the Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer ([Form B19](#)).**
- 4. By [Local Bankruptcy Rule 2016-2](#), a bankruptcy petition preparer may not charge you a fee in excess of \$125, unless the Court specifically allows a higher fee.**