

**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. Complete for filing the Disclosure of Compensation of Bankruptcy Petition Preparer ([Form B 2800](#)); and
  - b. Complete for filing the Bankruptcy Petition Preparer's Notice, Declaration and Signature ([Form B 119](#)).
  
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.