

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



**ATTENTION  
ALL DEBTORS FILING BANKRUPTCY WITHOUT AN ATTORNEY**

Did you pay someone to help you prepare your bankruptcy petition and schedules? If so, please be aware of the following:

1. By law, the person who offered to help you is only permitted to provide you with very limited services such as:
  - giving you copies of blank bankruptcy forms;
  - telling you where the bankruptcy court is located, its hours of operation and how much it costs to file for bankruptcy;
  - typing on your petition and schedules information that you have handwritten on those forms; and
  - making copies of your completed bankruptcy petition and schedules.
  
2. By law, the person who offered to help you must do ALL of the following:
  - sign your bankruptcy petition;
  - print his / her name and address on your bankruptcy petition;
  - place on your bankruptcy petition an identifying number (*i.e.* his / her social security number) to identify the individual who prepared the document; and
  - file a declaration stating any fees received.
  
3. Whether or not someone helped you to prepare your bankruptcy petition and schedules, **YOU ARE PERSONALLY RESPONSIBLE** for the accuracy and completeness of all the information provided.

For example, if you are filing bankruptcy to stop a foreclosure sale of your home, all of your debts - and not just the debt to the mortgage company - must be listed in your schedules.

4. If you fail to completely and accurately list all required information, you jeopardize your chance to receive a bankruptcy discharge and you could ultimately have criminal charges filed against you. ***If the information on your bankruptcy petition and schedules is not complete and accurate, you must amend those documents prior to filing or as soon as possible thereafter.***

[PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS SHEET]

NAME of DEBTOR(S): \_\_\_\_\_

Did you pay someone to help you prepare your bankruptcy petition and schedules? \_\_\_\_\_

If so, what is that person's name? \_\_\_\_\_

How much did you pay for the help provided?      \$ \_\_\_\_\_

\_\_\_\_\_  
Please sign your name here

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please sign your name here

\_\_\_\_\_  
Date

A copy of this completed form will be placed in your bankruptcy file and  
may be provided to the trustee administering your bankruptcy case  
and / or the United States Trustee.

**YOU SHOULD KEEP A COPY OF THIS FORM FOR YOUR RECORDS.**



For Internal Use Only:

(1) Was there adequate BPP disclosure on the petition?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

(2) Did debtor(s) pay filing fees in full?    \_\_\_\_\_ YES \_\_\_\_\_ NO

If you answer "no" to either question please  
send this form to the Judge for review.