

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

**NOTICE TO  
ALL DEBTORS FILING BANKRUPTCY WITHOUT AN ATTORNEY**

1. YOU ARE PERSONALLY RESPONSIBLE FOR THE ACCURACY AND COMPLETENESS OF ALL OF THE INFORMATION PROVIDED IN YOUR BANKRUPTCY PETITION AND SCHEDULES.

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

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 in your bankruptcy petition and schedules is not complete and/or accurate, you must amend those documents immediately.

2. DID A PERSON OR AN ENTITY (INCLUDING A WEBSITE ON THE INTERNET) HELP YOU PREPARE YOUR BANKRUPTCY PETITION AND SCHEDULES? If so, please be aware of the following:

A. By law, the person/entity that assisted 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 the information on the petition and schedules that you provided for the purpose of completing those forms; and
- making copies of your completed bankruptcy petition and schedules.

B. By law, the person/entity that assisted you must do all of the following:

- sign your bankruptcy petition;
- print his/her/its name and address on your petition;
- place his/her social security number on your bankruptcy petition to identify himself/herself as the individual who provided the forms and typed the documents; and
- file a declaration stating any fees received.

**PLEASE COMPLETE THE INFORMATION ON THE NEXT PAGE OF THIS NOTICE**

Name of Debtor(s): \_\_\_\_\_

Did a person or entity (including a website on the Internet) assist you in preparing your bankruptcy petition and schedules? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

What is the person's or entity's address? \_\_\_\_\_

What is the person's or entity's phone number? \_\_\_\_\_

How much did you agree to pay for the assistance provided? \_\_\_\_\_

How much did you pay for the assistance provided? \_\_\_\_\_

Did a person or entity (including a website on the Internet) help you stop or delay a scheduled foreclosure sale of your home? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

What is the person's or entity's address? \_\_\_\_\_

What is the person's or entity's phone number? \_\_\_\_\_

How much did you agree to pay for the assistance provided? \_\_\_\_\_

How much did you pay for the assistance provided? \_\_\_\_\_

When was the payment made? \_\_\_\_\_

\_\_\_\_\_  
Debtor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Debtor's signature

\_\_\_\_\_  
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**

If a BPP was employed:

(1) Was BPP disclosure section of the petition complete? \_\_\_\_\_ Yes \_\_\_\_\_ No

(2) Was the fee paid less than or equal to the presumptive maximum? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer to either question is "no", send this form to the Judge for review.