

FILED

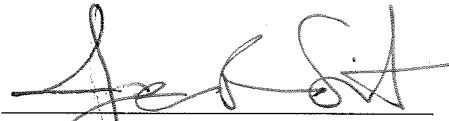
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UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO
EASTERN DIVISION

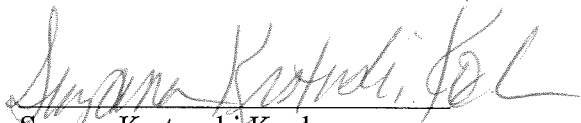
In re:) Amended Administrative Order No. 07-01
)
ORDER DIRECTING PRO SE DEBTORS) Chief Judge Jessica E. Price Smith
TO COMPLETE FORM AT TIME OF) Judge Suzana Krstevski Koch
FILING)
)
)
)

Effective immediately, every individual filing a bankruptcy petition *pro se* is required to fill out the form attached as Exhibit A at the time the petition is filed.

IT IS SO ORDERED.



Jessica E. Price Smith
Chief United States Bankruptcy Judge



Suzana Krstevski Koch
United States Bankruptcy Judge

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 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 - 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 FOLLOWING SHEET]

EXHIBIT A

NAME OF DEBTOR(S): _____

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

If so, what was that person's name? _____

What is that person's address & phone number? _____

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

Please sign your name here Date

Please sign your name here Date
(Co-Debtor)

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.