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UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF OHIO 2011 SEP -6 PM 1: 26 EASTERN DIVISION

		CLERK U.S. BANKRUPTCY COURT NORTHERN DISTRICT OF OHIO CLEVELAND
In re:)	Amended Administrative Order No. 07-1
ORDER DIRECTING PRO SE DEBTORS TO COMPLETE FORM AT TIME OF FILING)))	Judge Pat E. Morgenstern-Clarren Judge Arthur I. Harris Judge Jessica E. Price Smith

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.

Pat E. Morgenstern-Clarren United States Bankruptcy Judge

Arthur I. Harris

United States Bankruptcy Judge

Jessica E. Price Smith

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 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.
- 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 bankrupt	cy petition and schedules?	
If so, what is that person's name?		
What is the person's address and phone number	?	
	·	
How much did you pay for the help provided?	\$	
<u> </u>	·	
Please sign your name here	Date	
Please sign your name here	Date	
A copy of this completed form will be place may be provided to the trustee administe and / or the United State	ring your bankruptcy case	
YOU SHOULD KEEP A COPY OF THIS FO	ORM FOR YOUR RECORDS.	

For Internal Use O	nly·	
(1) Was there adequate BPP disclosure on the p	etition?YESNO	
(2) Did debtor(s) pay filing fees in full?	YESNO	
If you answer "no" to either q send this form to the Judge	-	