



U.S. Department of Justice

Office of the United States Trustee

Eastern District of Wisconsin

*517 E. Wisconsin Avenue
Suite 430
Milwaukee, Wisconsin 53202.*

*(414) 297-4499
Fax (414) 297-4478*

[DATE]

[BPP NAME]
[BPP ADDRESS]

Re: [CASE NAME]
[CASE NO.]

Dear [BPP NAME]:

The Office of the United States Trustee is a division of the United States Department of Justice and is responsible for overseeing the bankruptcy system. It has come to the attention of this office that you are acting as a non-attorney bankruptcy petition preparer. Please be aware that the Bankruptcy Code, under 11 U.S.C. § 110, regulates the conduct of bankruptcy petition preparers and places significant requirements on their practice. Violations of 11 U.S.C. § 110 are subject to considerable monetary penalties.

Effective January 1, 2012, the presumptively reasonable fee that a bankruptcy petition preparer in the Eastern District of Wisconsin can charge or collect is capped at \$75 per case. The \$75 fee includes all services provided by a non-attorney assisting the debtor in preparing the petition, schedules, statements, applications and other required documents for a bankruptcy case. If the bankruptcy petition preparer believes that the value of his or her services in a particular case exceeds \$75, that bankruptcy petition preparer will be required to file, along with the Disclosure of Compensation of Bankruptcy Petition Preparer (Form B280), an affidavit or declaration under penalty of perjury, explaining why the preparer believes the services in that case were worth more than \$75. The court will review that affidavit or declaration and determine whether to allow a fee in excess of \$75. Any bankruptcy petition preparer who, without obtaining court approval, charges or collects a fee in excess of \$75 will be required to refund the excess to the debtor. If the petition preparer does not refund the excess fee to the debtor, the petition preparer will face additional sanctions.

Based on information provided to this office, it appears the debtor hired you to assist with the bankruptcy schedules. As part of that arrangement you charged [INSERT] for your services. In the Eastern District of Wisconsin, the fee is excessive for the services a bankruptcy petition

preparer is authorized to provide which is essentially to type information onto the bankruptcy forms.

Please provide this office with the following information regarding this case:

1. The signed contract or other agreement detailing your fee and the work to be performed;
2. A copy of the receipt for the payment you received;
3. A detailed listing of the work you performed in this case;
4. A copy of any documents you provided to the debtor to sign;
5. Any document that tells clients what type of work you perform as a bankruptcy petition preparer; and
6. Documentation of the work performed in this case, time it took, and the cost of the work performed.

Please respond within 10 days from the date of this letter. If you wish to discuss a voluntary refund of fees, please contact me at 414-297-4499.

Sincerely,

[TRIAL ATTORNEY NAME]
Attorney for the United States Trustee

c: [INSERT]