

**BANKRUPTCY PETITION PREPARER CASE INFORMATION AND CHECKLIST
CASE INFORMATION**

Case Number:_____Date & Time of 341:_____Trustee:

Name of Debtor:

Address of Debtor:

Name of Preparer:

Address of Preparer:

Preparer's Social Security Number:

Physical Description of Preparer (for U.S. Marshal):

How much was the preparer paid?_____How paid?_____Any of the filing fee collected?

Any fraudulent, unfair or deceptive conduct by preparer or damages to debtor_

In Pro Se cases:

Was a BPP disclosed.

If no BPP, do the forms appear to be computer generated.

Are there any stylistic identifiers or patterns from prior BPPs.

Do the documents identify any monies paid to a non attorney.

Issues Related to Identified BPP Cases:

1. Did the preparer sign the document and print his/her name and address?
2. Did the preparer state an identifying number (SS#) after his/her signature?
3. Did the preparer give the debtor the Form 19 notice?
4. Did the preparer tell the debtor (s)he is not an attorney and cannot give legal advice.¹
5. Did the preparer furnish a copy of the document to the debtor?
6. Did the preparer not execute the document on behalf of the debtor?

¹Legal advice includes whether to file a petition, under what chapter to file, whether and what kind of debts will be discharged, whether property can be retained, tax consequences of filing, whether and how to reaffirm debt, how to characterize property or debts, information about procedures and rights.

7. Did the preparer not use the word “legal” in any advertisements?
8. Did the preparer not collect court fees?
9. Did the preparer file a declaration disclosing fees received, B280?
10. Did the preparer not turnover excess fees within 30 days of order? —

CHECKLIST OF DEBT RELIEF AGENCY QUESTIONS

1. Did the preparer provide the debtor with the 342(b)(1), Forms B201A, B201B written notices?²
2. Did the preparer provide the debtor with the 527(b) notice? (written contract required, 528)
3. Did the preparer provide any other services for the debtor and, if so, what and for how much?

²A brief description of the chapters, types of services available from credit counseling agencies and false oath and concealment warnings.