



THE UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF FLORIDA



**NOTICE TO DEBTORS FILING A BANKRUPTCY PETITION WITHOUT ATTORNEY  
REPRESENTATION (PRO SE DEBTORS)  
EFFECTIVE SEPTEMBER 1, 2014**

Every party not represented by an attorney, including debtors wishing to file a voluntary bankruptcy petition and petitioning creditors wishing to file an involuntary petition in the United States Bankruptcy Court for the Middle District of Florida (Orlando, Tampa, Jacksonville, and Fort Myers Divisions), must provide acceptable photo identification at the time of filing. In addition, any individual filing a petition on behalf of another and who is not an attorney must provide acceptable photo identification at the time of filing. Acceptable photo identification includes a U.S. government issued photo ID, State issued photo ID, or an identity card issued by a national government authority (e.g., driver's license, passport, military ID, or resident alien card).

**Parties not represented by attorneys who wish to file a bankruptcy petition must comply with the following requirements when filing a bankruptcy petition:**

- Petitions filed by mail must contain a legible photocopy of the debtor's acceptable photo identification.
- If filing a petition in-person at the Clerk's Office, the debtor or individual filing on behalf of the debtor must provide acceptable photo identification. An individual filing on behalf of the debtor must also provide a photocopy of the debtor's acceptable photo identification. Any petition mailed to the Clerk's Office for filing must be accompanied with a photocopy of the debtor's acceptable photo identification.
- If joint debtors file a joint bankruptcy petition, both joint debtors must provide acceptable photo identification when filing. If an individual files a joint petition on behalf of the joint debtors, the individual must provide acceptable photo identification along with a photocopy of both joint debtors' acceptable photo identification.
- The petition must be accompanied by a Statement of Social Security Number, listing the *full* social security number of each debtor, with the petition at the time of filing.
- The petition must be accompanied by 1) the proper filing fee or 2) Application to Waive the Filing Fee, or 3) Application for Payment of Filing Fees in Installments.

**If the Unrepresented Party or the person acting on behalf of the Unrepresented Party appears in person at the Clerk's office but fails to supply any of the required documents listed above, the Clerk is directed to immediately escort, with the help of a Court Security Officer, if needed, the Unrepresented Party or their agent to a Bankruptcy Judge for determination as to whether the Clerk should accept the papers.**

Official Bankruptcy Forms and information on filing without an attorney are available on the Court's website at [www.flmb.uscourts.gov](http://www.flmb.uscourts.gov).