



THE UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA



**NOTICE TO DEBTORS FILING A BANKRUPTCY PETITION WITHOUT AN
ATTORNEY (PRO SE DEBTORS)**

Effective June 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 Orlando Division of the United States Bankruptcy Court for the Middle District of Florida, 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 in the Orlando Division:

- Petitions can be filed by mail or in person at the Clerk's Office located in the George C. Young Federal Courthouse, 400 W. Washington Street, Suite 5100, Orlando Florida 32801.
- 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.

Official Bankruptcy Forms and information on filing without an attorney are available on the Court's website at www.flmb.uscourts.gov.