



UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA
www.flmb.uscourts.gov



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

Parties who are not represented by an attorney (“Unrepresented Parties”), 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, individuals filing a bankruptcy petition on behalf of another individual and who are not an attorney must provide their own 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).

Unrepresented Parties wishing to file a bankruptcy petition must comply with the following requirements:

- If a bankruptcy petition is by mail, it must be accompanied by a legible photocopy of the debtor’s acceptable photo identification.
- If a bankruptcy petition is filed in person at the Clerk’s Office, the debtor or the person filing on behalf of the debtor must provide acceptable photo identification.
- If a person files a bankruptcy petition on behalf of the debtor, a photocopy of the debtor’s acceptable photo identification must be provided.
- If married persons file a joint bankruptcy petition, both joint debtors must provide acceptable photo identification when filing. If an individual files a bankruptcy petition on behalf of both spouses, the individual must provide acceptable photo identification along with a photocopy of the spouse’s acceptable photo identification.
- Bankruptcy petitions must be accompanied by a Statement of Social Security Number, listing the *full* social security number of each debtor.
- Bankruptcy petitions must be accompanied by (1) the proper filing fee, (2) an [Application to Waive Filing Fee](#), or (3) an [Application to Pay Filing Fee 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 shall 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 for filing.

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