

Memorandum



Subject:	Date:
Bankruptcy Petition Preparers	May 18, 2016

To: Panel Trustees
Western District of Pennsylvania

From: Joseph S. Sisca,
Assistant United States Trustee

We ask that you do the following in all *pro se* cases, regardless of whether an inquiry letter has been sent by our office. This email supersedes prior guidance on this topic.

Please ask the debtors at the meeting of creditors whether they received any assistance with the preparation of their bankruptcy documents, including the use of any software or internet service.

If the answer is negative, there is no need to inquire further unless there are suspicious circumstances that cause you to believe that the representation may be untrue.

If the answer is affirmative, please ask them to identify the person, entity, software or website providing the assistance, and to specify the compensation paid. (If no compensation was paid, there is no need to inquire further.)

Please also ask the debtors to describe the nature of the assistance. The inquiry should focus on whether the debtor received any legal advice such as the selection of chapter, whether debts will be discharged, or whether the debtor will be permitted to retain assets.

Please then obtain the debtors' phone number and refer the matter to our office for further investigation. Referrals should be directed to David Milko, with a copy to me, and should be as detailed as is practical, including without limitation the debtor's name, case number, phone number, amount of compensation paid and the identity of the person/entity/software/website providing bankruptcy assistance.

There is no need to have the debtor complete any forms.

If there are issues with the debtor's petition, schedules, or statement of financial affairs which prompted you to request amendments from the debtor, or if there were other deficiencies

requiring remedial action by the debtor (e.g. proof of income, tax returns etc.), please mention such issues in your referral as well.

Thank you.