

UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF WEST VIRGINIA

IN RE:

**ORDER REGARDING STATEMENT
OF SOCIAL SECURITY NUMBERS.**

Gen. Order No.: 03-04

GENERAL ORDER

Bankruptcy Rule 1007(f) requires that a debtor file a verified Statement of Social Security Number with the petition.

1. In cases filed electronically using electronic case upload, the debtor's signature declaring under penalty of perjury that information in the petition is true and correct applies to the debtor's Social Security Number as filed electronically with the petition.

When the petition and schedules are filed electronically, it is hereby **ORDERED** that the debtor's attorney shall retain a signed paper copy of *Official Form 21* (or a copy of a form similar in nature which provides all information required by *Official Form 21*), for a period of one year after the case or proceeding is closed. *See also, Appendix R, Local Rules of Practice and Procedure.*

It is **FURTHER ORDERED** that the debtor's attorney shall not file any additional statements or verifications of the debtor's Social Security Number in either paper or electronic format if the petition is filed electronically using electronic case upload.

2. When the petition and schedules are *not* filed electronically using electronic case upload, it is **ORDERED** that the debtor, or the debtor's attorney if the debtor is represented by an attorney, shall file a completed *Official Form 21*, or a form similar in nature which provides all information required by *Official Form 21*, as a separate paper document with the Clerk of Court at the same time the debtor or the debtor's attorney files the petition.

When the case is not filed electronically, it is **FURTHER ORDERED** that the debtor's attorney shall retain a signed paper copy of this form for a period of one year after the case or proceeding is closed.

3. When an Involuntary Petition is filed, the debtor or a representative of the debtor shall file a Verified Statement of Social Security Number within 15 (fifteen) days of the date of the filing of the Involuntary Petition.

The Clerk is directed to maintain *Official Form 21* in files that are not accessible to the public. The Clerk may, at the Clerk's discretion, reduce these paper documents to electronic format. If reduced to electronic format, the Clerk shall store these files in a secure location that is not accessible to the general public.

DATED: November ____, 2003

L. EDWARD FRIEND II, U.S. BANKRUPTCY
JUDGE