

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA

CM/ECF PRACTICE ADVISORY NO. 03-2

SUBMISSION OF DEBTORS' SOCIAL SECURITY NUMBERS AND AMENDED SOCIAL
SECURITY NUMBERS

Privacy and public access-related amendments to the Federal Rules of Bankruptcy Procedure and revisions to the Official Bankruptcy Forms, including a new Official Bankruptcy Form (OBF) 21, *Statement of Social Security Number(s)*, will take effect on December 1, 2003.

Standing Order No. 03-7, *Order Adopting Procedure for Submitting Official Bankruptcy Form 21, Statement of Social Security Number(s)*, was entered by the Court on October 31, 2003, and can be downloaded at the Court's CM/ECF Home Page, <http://www.vaeb.uscourts.gov/ecfnew/ecf.htm>, by clicking "Electronic Standing Orders." This standing order promulgates procedures for the submission of OBF 21 with the Court.

The timely submission of the debtor's Social Security number pursuant to the procedures set forth in Standing Order No. 03-7 will satisfy the requirements specified in Local Bankruptcy Rule 1007-1(I)(1)-(2), as amended effective December 1, 2003, or thereafter. The Court entered Standing Order No. 03-5 amending LBR 1007-1(I)(1)-(2) on July 11, 2003. This standing order can be downloaded at the Court's Internet Home Page at <http://www.vaeb.uscourts.gov> by clicking "Local Rules" and then clicking "Public Notice of Court-Approved LBRs Effective December 1, 2003."

This practice advisory provides the following information about the submission of amended Social Security numbers by the debtor's attorney, or *pro se* by a debtor without legal representation.

- A. *For a case that was commenced by an electronic petition filing via the Internet:* The debtor's attorney will notice all parties in interest of the amended Social Security number and append a hard copy of the OBF 21 to the Court's Amendment Cover Sheet (ACS) form. This form can be downloaded from the Court's Internet Home Page, <http://www.vaeb.uscourts.gov> by clicking "Bankruptcy Forms."

The debtor's attorney will electronically file the ACS form only (*i.e.*, without OBF 21 attached) via the Internet and will submit a hard copy of the ACS form along with a hard copy of the completed OBF 21 to the Clerk's Office.

The amended Social Security number will be manually entered into the CM/ECF database by the Clerk's Office.

- B. *For a case commenced by the filing of a petition on computer diskette:* The debtor's attorney files the ACS form on computer diskette. The originally executed amended OBF 21 will be submitted in hard copy together with the diskette to the Clerk's Office for the latter's entry of the amended Social Security number into the CM/ECF database.
- C. *For a case that was commenced by the conventional filing of a petition in paper form:* The debtor's attorney or the debtor, if *pro se*, will file the ACS form conventionally in paper form along with the submitted originally executed OBF 21 with the Clerk's Office for the latter's entry of the amended Social Security number into the CM/ECF database.