

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA

In Re:)
Procedure for Submitting Official)
Bankruptcy Form 21, Statement of) Standing Order No. 03-7
Social Security Number(s))
)

ORDER ADOPTING PROCEDURE FOR SUBMITTING OFFICIAL BANKRUPTCY FORM 21,
STATEMENT OF SOCIAL SECURITY NUMBER(S)

1. The Judicial Conference of the United States (Judicial Conference), at its September 2003 session, promulgated new Official Bankruptcy Form 21 (Official Form 21), Statement of Social Security Number(s). This form has been created to satisfy the requirement set forth in Federal Rule of Bankruptcy Procedure 1007(f) that a debtor must submit a verified statement of his or her Social Security number along with the debtor's petition.
2. With respect to petitions filed by electronic means via the Internet, the debtor's signature declaring under penalty of perjury that information in the petition is true and correct shall apply to the debtor's Social Security number as filed electronically with the petition.
 - a. With respect to petitions filed as described above, the debtor's attorney shall retain an originally executed copy of Official Form 21 (or an originally executed copy of the form that is in substantial compliance with Official Form 21) until three (3) years after the closing of the case unless the Court orders a different period. This retention period does not affect or replace any other retention periods required by other applicable laws or rules. Upon request of the Court, the filer shall provide the original document for review.
 - b. The debtor's attorney shall not file or submit any additional statements or verifications of the debtor's Social Security number in either paper or electronic form if the petition is filed by electronic means via the Internet.
3. With respect to petitions filed by electronic means on a computer diskette, the debtor's attorney shall submit a completed Official Form 21, or an originally executed copy of the form that is in substantial compliance with Official Form 21, as a separate paper document with the Clerk at the same time the debtor's attorney files the petition.
4. With respect to petitions filed conventionally as paper documents, the debtor, or the debtor's attorney if the debtor has secured legal representation, shall submit a completed Official Form 21, or an originally

executed copy of the form that is in substantial compliance with Official Form 21, as a separate paper document with the Clerk at the same time the debtor or the debtor's attorney files the petition.

5. The Clerk shall maintain originally executed copies of Official Form 21 (or the submitted form that is in substantial compliance with Official Form 21) by conventional means. These forms shall not be accessible to the parties, bar or public.
6. At the Clerk's discretion, the Clerk may cause the conversion of originally executed copies of Official Form 21 (or the submitted form that is in substantial compliance with official Form 21) to electronic form in a suitable format. The Clerk shall segregate any such forms converted to electronic form so that the forms are not accessible to the parties, bar or public.
7. The timely submission of the debtor's Social Security number pursuant to the procedures set forth in this standing order shall satisfy the requirements specified in Local Bankruptcy Rule 1007-1(I)(1)-(2), as amended effective December 1, 2003, or thereafter.
8. This order shall take effect on December 1, 2003.

Date: October 31, 2003

/s/ Douglas O. Tice, Jr.
DOUGLAS O. TICE, JR.
CHIEF JUDGE

/s/ David H. Adams
DAVID H. ADAMS
JUDGE

/s/ Stephen S. Mitchell
STEPHEN S. MITCHELL
JUDGE

/s/ Stephen C. St. John
STEPHEN C. ST. JOHN
JUDGE

/s/ Robert G. Mayer
ROBERT G. MAYER
JUDGE