

NOTICE

Rule 1007(f) of the Federal Rules of Bankruptcy Procedure, effective December 1, 2003, requires an individual debtor to submit to the court a statement setting out the debtor's full Social Security number, or stating that the debtor does not have a Social Security number. The Bankruptcy Court for the Northern District of Ohio has adopted the following protocol for submission of the statement.

Debtor attorneys who are registered Electronic Case Filing (ECF) users shall submit the debtor's full Social Security number when completing the ECF case opening screens. In addition, language has been added to the current Signature Declaration Form (Declaration re: Electronic Filing of Documents) verifying the Social Security number information that was submitted electronically. The form shall be submitted to the court in accordance with section II B 3 b of the Electronic Case Filing Administrative Procedures Manual. A copy of the revised form is attached to this Notice.

Pro se debtors shall submit their full Social Security number on Official Form 21 (Statement of Social Security Number) at the time that the petition is filed. Similarly, during the month of December 2003, debtor attorneys who are not registered ECF users shall submit the debtor's full Social Security number on Official Form 21 at the time that the petition is filed. (Effective January 1, 2004, Electronic Case Filing will become mandatory for all attorneys.) A copy of Official Form 21 is attached to this Notice.

The full Social Security number submitted in the ECF case opening screens or on either the Signature Declaration Form or Official Form 21 will not become part of the court's public case file.

Kenneth J. Hirz
Clerk of Court