

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF ALABAMA

REVISIONS TO FEDERAL RULES OF BANKRUPTCY PROCEDURE  
Effective December 1, 2003

SUMMARY FOR ATTORNEYS

If you file petitions for debtors:

1. Use current forms for Voluntary Petition, Involuntary Petition, Schedules, Statement of Financial Affairs and Proof of Claim form through 11/30/03.
2. Use NEW/REVISED forms on or after 12/1/03.
3. Contact bankruptcy petition software company and obtain and install software upgrade or obtain revised paper forms by 12/1/03.
4. Submit full Social Security number with petition if you use automatic case upload.
5. Submit Verified Statement of Social Security number in paper format with clerk of court at same time you file petition if you do NOT use automatic case upload.
6. Maintain verified Official Form 21 for a period of one year after the case or proceeding is closed.

If you file petitions/papers for creditors:

1. Advise clients that their access to information about debtors' Social Security numbers will be limited to the last four digits of the Social Security number. Information available via PACER and at terminals located in the court will be restricted.
2. Advise clients to maintain their copy of the 341 notice, which will display the debtors' entire Social Security number.
3. Use the revised Proof of Claim Form when filing a claim.
4. Be aware that the Discharge, Wage Order and Confirmation Order will NOT reveal the debtors' entire Social Security number.