UNITED STATES BANKRUPTCY COURT
EASTERN AND WESTERN DISTRICTS OF ARKANSAS

GENERAL ORDER 24

Federal Rules of Bankruptcy Procedure 5005(a)(2), 9029, and 9036 authorize this Court to establish practices and procedures for the filing, signing, maintaining, and verifying of pleadings and papers by electronic means.

This order, effective December 1, 2003, is issued in compliance with the policy of the Judicial Conference of the United States and also Sec. 205 of the E-Government Act of 2002 (Pub. L. No. 107-347). In order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, it is hereby **ORDERED** that parties shall not include or disclose, or shall partially redact where inclusion or disclosure is necessary, the following personal data identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the court:

a. **Social Security Numbers (SSN)**. If an individual's Social Security Number must be included in a pleading, only the last four (4) digits of that number should be used.

b. **Names of Minor Children.** If the involvement of a minor must be mentioned, only the initials of that child should be used.

c. **Dates of Birth.** If an individual's date of birth must be included in a pleading, only the year should be used.

d. **Financial Account Numbers.** If financial account numbers are relevant, only the last four (4) of these numbers should be used.

Bankruptcy cases filed electronically as part of the case opening in CM/ECF (Case Management/Electronic Case Files) or as part of the automated Case UpLoad process must include the full social security number in the data submitted, but any PDF should contain only the last four (4) digits. The debtor's attorney shall retain a signed copy of the verified *Statement of Social Security Number* for five (5) years. Bankruptcy petitions, including amendments, filed in paper form must include a signed paper copy of the verified ***Statement of Social Security Number, Official Form 21.***

Debtors amending a social security number after case opening shall give creditors notice of the amendment in order to comply with Federal Rules of Bankruptcy Procedure 1009(a).

The person filing is responsible for compliance with the requirements stated in this order. After March 1, 2004, failure to comply with this order may result in the Court entering an Order to Show Cause.

IT IS SO ORDERED.

Dated: 11/24/03

Audrey R. Evans
AUDREY R. EVANS
Chief U.S. Bankruptcy Judge

James G. Mixon
JAMES G. MIXON
U.S. Bankruptcy Judge

RICHARD D. TAYLOR
U.S. Bankruptcy Judge