

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE**

**GENERAL ORDER ISSUED PURSUANT TO LOCAL BANKRUPTCY RULE 9029-2
RE: DECLARATIONS REGARDING ELECTRONIC FILING AND
STATEMENTS ABOUT SOCIAL SECURITY NUMBERS**

WHEREAS, by General Order dated and filed on August 8, 2024, this court adopted the Local Bankruptcy Rules of the United States Bankruptcy Court for the District of New Hampshire, said rules hereinafter referred to as the Local Bankruptcy Rules; and

WHEREAS, Local Bankruptcy Rule 9029-2 authorizes this court to adopt administrative orders and forms for the conduct and disposition of proceedings before it and, from time to time, to alter and amend the same, provided that such administrative orders and forms are not inconsistent with the provisions of the United States Bankruptcy Code, Federal Rules of Bankruptcy Procedure or Local Bankruptcy Rules; and

WHEREAS, pursuant to the authority granted this court by Local Bankruptcy Rule 9029-2, and for the purpose of organizing, clarifying and supplementing the administrative orders and forms issued by the court prior to the date of this order; it is hereby

ORDERED that Administrative Order 5005-4 adopted on August 8, 2024, is repealed and replaced by the attached Administrative Order 5005-4.

ORDERED that Local Bankruptcy Form 5005-4 adopted on August 8, 2024, is repealed.

ORDERED that Local Bankruptcy Rule 1007-1 adopted on August 8, 2024, is repealed and replaced by the attached Administrative Order 1007-2.

ORDERED that foregoing Administrative Orders are hereby prescribed and promulgated pursuant to Local Bankruptcy Rule 9029-2 and shall take effect on April 1, 2025, and shall govern all bankruptcy cases and proceedings thereafter commenced and, insofar as is just and practicable, all bankruptcy cases and proceedings then pending in this court;

AND IT IS FURTHER ORDERED that the clerk shall post a copy of this order on the court's website at www.nhb.uscourts.gov.

DATED and FILED this 11th day of March, 2025.

BY THE COURT:

/s/ Kimberly Bacher
Kimberly Bacher
Chief Bankruptcy Judge

AO 1007-2 Lists, Schedules and Statements

- (a) *Form.* All schedules and statements shall conform substantially to the most recent version of the Official Bankruptcy Forms. In individual cases, Schedules A/B through J must be filed. In all other cases, Schedules A/B and D through H must be filed.
- (b) *Filing of Schedules and Statements.* Schedules and statements must be filed as one pdf document and collated in the following sequence:
- (1) Petition.
 - (2) Statement of Financial Affairs.
 - (3) Schedules A/B through J.
 - (4) Applicable version(s) of Official Bankruptcy Forms B 122A, B, or C, including the Means Test Calculation and Calculation of Your Disposable Income, if appropriate.
 - (5) Summary of Assets and Liabilities.
 - (6) Declaration About Schedules.
 - (7) Disclosure of Compensation of Attorney for Debtor Pursuant to Bankruptcy Rule 2016(b).
 - (8) Statement of Intention for Individuals Filing Under Chapter 7, if appropriate.
 - (9) List of Creditors Who Have the 20 Largest Unsecured Claims and Are Not Insiders in Chapter 9 or 11 Cases, if appropriate.
 - (10) Verification of Creditor Mailing List with list of creditors in matrix format attached.
- (c) *Statement About Your Social Security Number.* An individual debtor is required to file, at the time of filing the petition, the Statement About Your Social Security Number on Official Bankruptcy Form B 121. To keep the social security number private, it must be filed separately using the event “Statement re: Social Security Number – Form 121” in CM/ECF which will cause this information to be restricted to the public.
- (d) *Certificate of Credit Counseling.* An individual debtor under chapter 7, 11, 12 or 13, in addition to indicating on the petition that credit counseling has been obtained, shall file a separate certification from an approved credit counseling agency indicating that said credit counseling has been completed.

(e) *Failure to Timely File Schedules.* If the debtor fails to file all schedules and statements required by Bankruptcy Rule 1007, and no extension of time has been requested or granted, the court may issue an order to show cause or notice why the case should not be dismissed, unless the provisions of 11 U.S.C. § 521(i) apply, in which event the case may be dismissed in accordance with *LBR 1007-8*.

AO 5005-4 Electronic Filing

(a) Registration and Passwords.

- (1) *Attorneys and Trustees.* Attorneys admitted to the bar of this court (including those admitted *pro hac vice*), employees of the Office of the United States Trustees, trustees and others as the court deems appropriate, must register as Filing Users of the court's CM/ECF system. Registration will be in a form prescribed by the clerk. Attorneys and trustees may request Filing Agent access for employees who file on their behalf. The attorney or trustee is responsible for all documents filed by the Filing Agent.
- (2) *Creditors or Other Limited Users.* Attorney and creditor representatives may register as Filing Users of the court's CM/ECF system. Registration will be in a form prescribed by the clerk.
- (3) *Securing Log-in and Password.* No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User. Filing Users shall protect the security of their passwords and immediately notify the clerk if they learn that their password has been compromised. Filing Users may be subject to sanctions for failure to comply with this provision.

(b) Service and Notice.

- (1) *Waiver of Service.* Registration as a Filing User constitutes a waiver of the right to receive notice by mail and consent to receive notice electronically, except with regard to service of a summons and complaint under Bankruptcy Rule 7004.

(c) Signatures.

- (1) *Log-in and Password Constitute Signature.* The user log-in and password required to file documents on the CM/ECF system serve as the Filing User's signature on all electronic documents filed with the court. They also serve as a signature for purposes of Bankruptcy Rule 9011, the Bankruptcy Rules, the *LBRs* of this court and any other purpose for which a signature is required in connection with proceedings before the court. Electronically filed documents must include a signature block that sets forth the name, address, telephone number and an attorney's BNH number, if applicable. In addition, the name of the Filing User under whose log-in and password the document is submitted must be preceded by an "/s/" and typed in the space where a handwritten, wet ink signature would otherwise appear.
- (2) *Documents Containing Signatures Under Oath.* Documents requiring original signatures such as petitions, lists, schedules, statements, amendments, pleadings, affidavits; or documents requiring verification under Bankruptcy Rule 1008; or an unsworn declaration as provided in 28 U.S.C. § 1746, may be filed with an electronic signature (the party's name typed in full, e.g., "/s/ Jane Doe"). If documents are filed with an electronic signature, the attorney filing the documents must maintain the documents with the

original handwritten, wet ink signature *or* the declarant's digital signature (created using a software product that provides signature authentication) until two (2) years following the closing of the case or until the expiration of all appeal periods, whichever is later. An attorney required to maintain an original signature may comply with this provision by keeping an electronically converted PDF document with an image of the signature. Upon request of the court or any interested party, the attorney shall provide original documents for review.