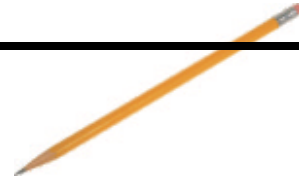


Memorandum



To:	Akron Practitioners
From:	Chief Judge Marilyn Shea-Stonum
Date:	05/14/10
Subject:	Declaration Re: Electronic Filing of Documents and Statement of Social Security Number

Pursuant to the Administrative Procedures Manual, **II. B. 1.**

Signatures:

Except as otherwise provided, whenever the initial document requiring the debtor's signature is electronically filed in a case, it must be followed by the filing with the Clerk of the signature declaration form (Declaration re: Electronic Filing of Documents and Statement of Social Security Number), a copy of which is appended to this Manual. The purpose of the filing of the signature declaration form is to assure that the debtor's handwritten signature and Social Security number are on file with the Court. As such, this requirement applies only to the initial document filed in the case requiring the debtor's signature, which is ordinarily the petition. It does not apply to other documents filed with or after the initial document, such as the statement of financial affairs. It is expected that the mailing of the signature declaration form will occur on the same day the electronic

filing is submitted to the Court. If the signed form is not received by the Clerk within seven days of the electronic filing, the case will automatically be scheduled for a show cause hearing as soon as practicable allowing for compliance with applicable noticing requirements.

The court recommends that debtor's counsel obtain two signed copies of the Declaration re: Electronic Filing of Documents... from debtor(s); send one to the Clerk's Office and retain one for your file.

If the Declaration re: Electronic Filing of Documents... is not submitted to the court within the prescribed seven days, a hearing entry is docketed by our Courtroom Deputy, Mary Knotts, noting a show cause hearing date and time.

Please contact **Mary Knotts (330-252-6134)** to let her know the status. If the status is that the Declaration page has been mailed, but not yet received by the court, you will be required to email (**Mary_Knotts@ohnb.uscourts.gov**) a copy of the Declaration page that was mailed to the court by not later than the end of the first business day following the hearing entry; otherwise three days after the hearing entry, the Order Requiring Debtor(s) and Debtor's Counsel to Appear and Show Cause for Failure to File Required Documents will be prepared and issued.