



IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF PUERTO RICO
José V. Toledo Post Office & Courthouse Federal Building
300 Recinto Sur St, Suite 109
San Juan, Puerto Rico 00901

Notice to the Bar and the Public

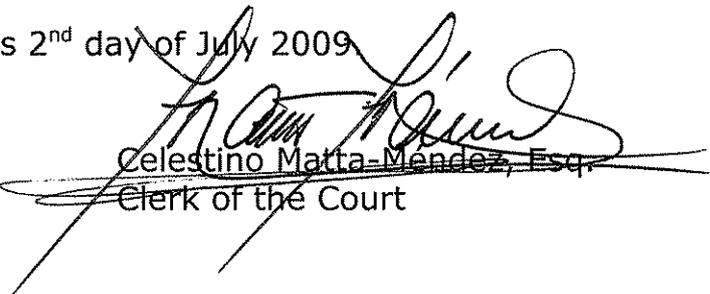
**In Re: Process of Filing B21 Form
Statement of Social Security Number**

Effective July 6, 2009 a new CM/ECF event will be available to file the Statement of Social Security Number ("B21 Form") through our electronic case management system. The new event can be found under CM/ECF's **Bankruptcy Events; Batch Filings**; then select, **B21 Form (Statement of Social Security Number)**.

As a result, you will no longer be required to send the B21 form to our b21@prb.uscourts.gov address.

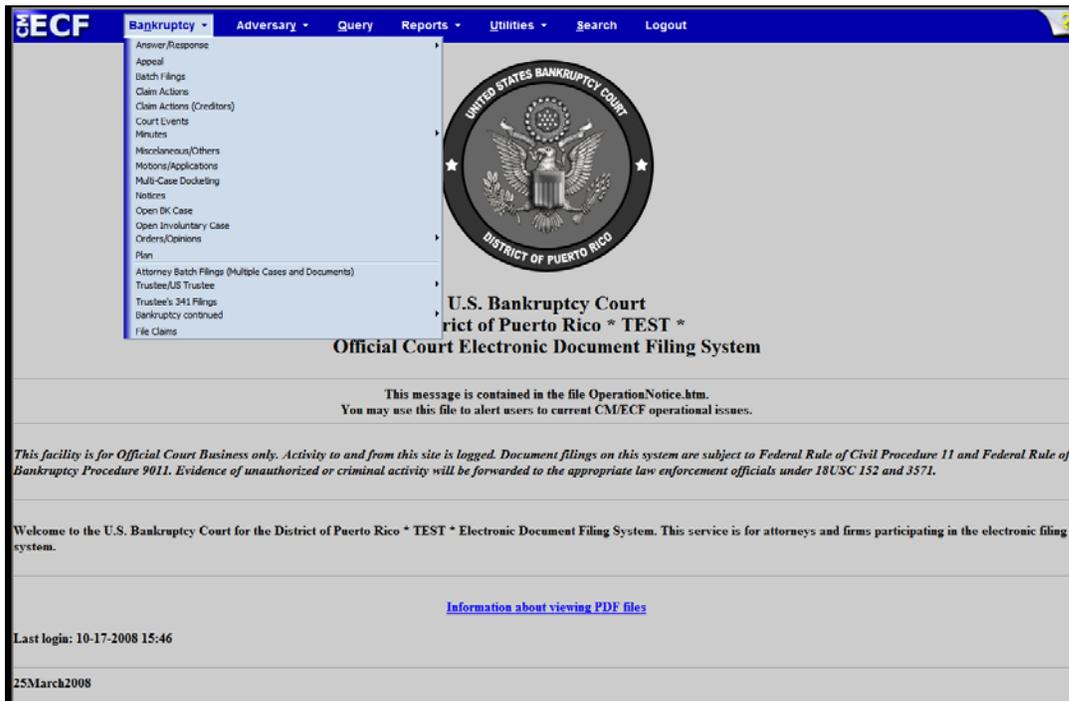
For specific instructions on how to access and process this event, refer to the attachment included.

In San Juan, Puerto Rico, this 2nd day of July 2009


Celestino Matta-Mendez, Esq.
Clerk of the Court

Process for Filing B21 Form - Statement of Social Security Number

STEP 1 Select Bankruptcy hyperlink from the CM/ECF Main Menu.



The screenshot shows the CM/ECF Main Menu interface. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The Bankruptcy dropdown menu is open, displaying a list of options: Answer/Response, Appeal, Batch Filings, Claim Actions, Claim Actions (Creditors), Court Events, Minutes, Miscellaneous/Others, Motions/Applications, Multi-Case Docketing, Notices, Open BK Case, Open Involuntary Case, Orders/Opinions, Plan, Attorney Batch Filings (Multiple Cases and Documents), Trustee/US Trustee, Trustee's 341 Filings, Bankruptcy continued, and File Claims. The main content area features the U.S. Bankruptcy Court logo for the District of Puerto Rico, with the text "U.S. Bankruptcy Court District of Puerto Rico * TEST *" and "Official Court Electronic Document Filing System". Below the logo, a message states: "This message is contained in the file OperationNotice.htm. You may use this file to alert users to current CM/ECF operational issues." A disclaimer follows: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 3571." A welcome message reads: "Welcome to the U.S. Bankruptcy Court for the District of Puerto Rico * TEST * Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system." A link for "Information about viewing PDF files" is provided. The bottom of the page shows "Last login: 10-17-2008 15:46" and the date "25March2008".

STEP 2 After clicking on Bankruptcy Event on the CM/ECF Main Menu bar, select Batch Filings.

The screenshot shows the CM/ECF main menu bar with the following items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the menu bar, the "Bankruptcy Events" section is displayed, containing a list of links organized into columns. The links include: Answer/Response..., Appeal, Batch Filings, Claim Actions (Creditors), Claim Actions, Court Events, Minutes, Miscellaneous/Others, Motions/Applications, Multi-Case Docketing, Notices, Open BK Case, Open Involuntary Case, Orders/Opinions..., Plan, Attorney Batch Filings (Multiple Cases and Documents), Trustee/US Trustee..., Trustee's 341 Filings, File Claims, Creditor Maintenance..., Judge/Trustee Assignment, CaseUpLoad, Transcriptionist, Transcriptionist, New R3.1 Menu Items, Auditor's Reports, New R3 Menu Items, Case Upload, and Claims Upload.

Bankruptcy Events			
Answer/Response...	Plan		
Appeal		Transcriptionist	New R3 Menu Items
Batch Filings	Attorney Batch Filings (Multiple Cases and Documents)	Transcriptionist	Case Upload
Claim Actions (Creditors)	Trustee/US Trustee...		Claims Upload
Claim Actions	Trustee's 341 Filings	New R3.1 Menu Items	
Court Events		Auditor's Reports	
Minutes	File Claims		
Miscellaneous/Others	Creditor Maintenance...		
Motions/Applications	Judge/Trustee Assignment		
Multi-Case Docketing	CaseUpLoad		
Notices			
Open BK Case			
Open Involuntary Case			
Orders/Opinions...			

STEP 3 Enter the case number , including the hyphen, in yy-nnnnn format of the case in which you are filing the B21 form. Click next to continue.

The screenshot shows a web browser window with a blue header bar. The header contains the ECF logo on the left and a navigation menu with the following items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Batch Filings". The main content area is a light gray box containing a search form. The form has a label "Case Number or Numbers" above a text input field. The input field contains the text "08-36" and has a cursor at the end. To the right of the input field is a button labeled "Find This Case". Below the input field and button are two buttons: "Next" and "Clear".

STEP 4 In this screen the system gives you the opportunity to file the B21 form in more than one case. Click next to continue.

The screenshot shows a web application interface for ECF (Electronic Case Filing). The top navigation bar is blue and contains the following items: ECF logo, Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Batch Filings". The main content area is a light gray box with a white border. Inside this box, there is a section titled "Case Number or Numbers" with a yellow border. This section contains two text input fields, each containing a case number: "08-bk-36" and "08-bk-37". Below the input fields, there are two buttons: "Next" and "Clear".

STEP 5 Select from the list of events the B21(Statement of Social Security Number) new event. Click next to continue.

ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

Batch Filings

[09-00001-13 OTTO E LANDRON](#)

Type: bk Chapter: 13 v Office: 3 (Old San Juan)
Assets: y Case Flag: PlnDue, B21FORM

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Assignment/Transfer Of Claim
- B21 Form (Statement of Social Security Number)**
- Cash Receipts & Disbursements Record
- Declining Dismissal of Case (batch) (v2.7)
- Final Report & Account Case Converted
- Final Report & Account Case Dismissed
- Final Report & Account Plan Completed
- Individual Estate Property Record & Report
- Notice Assign/Transfer Claim
- Notice Of Change Of Address
- Order And Notice Rescheduling
- Permission To Pay Blanket Bond Premium
- Statement of Change of Presumed Abuse (batch) (v2.7)
- Statement of Inability to Determine Presumed Abuse (batch) (v2.7)
- Statement of No Means Testing Documents Filed (batch) (v2.7)
- Statement of Presumed Abuse (batch) (v2.7)
- Supplemental Statement No Presumed Abuse (batch)(v2.7)
- Supplemental Statement Presumed Abuse (batch)(v2.7)
- Trustee's motion to dismiss case (CHAPTER 7 CASES ONI Y)

Selected Events (click to remove events)

- B21 Form (Statement of Social Security Number)

Next Clear

STEP 6 The PDF document selection screen display. Click (Browse) to open the file directory.

ECF Bankruptcy - Adversary - Query Reports - Utilities - Search Logout

Batch Filings :

[08-00036-13 Matthew Paul Smith and Elizabeth Sue Smith](#)
Type: bk Chapter: 13 v Office: ()
Assets: y Case Flag: PinDue

[08-00037-ESL13 Matthew Paul Smith](#)
Type: bk Chapter: 13 v Office: ()
Judge: ESL Assets: y

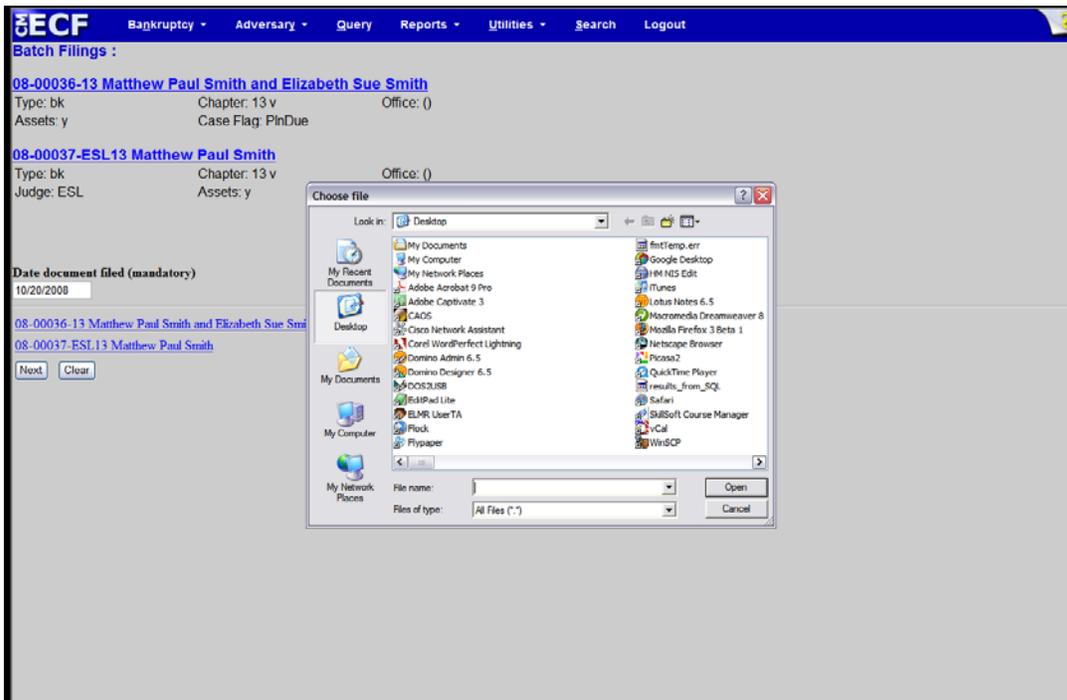
Date document filed (mandatory)
10/20/2008

[08-00036-13 Matthew Paul Smith and Elizabeth Sue Smith](#)

[08-00037-ESL13 Matthew Paul Smith](#)

STEP 7

Then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associates it with the docket entry. If you wish to view the image before associating it with the docket entry, first right click on the highlighted filename and select Open to view the image.



STEP 8 The PDF document selection is already associated to the docket entry. Click next to continue.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Batch Filings :

08-00036-13 Matthew Paul Smith and Elizabeth Sue Smith
Type: bk Chapter: 13 v Office: ()
Assets: y Case Flag: PlnDue

08-00037-ESL13 Matthew Paul Smith
Type: bk Chapter: 13 v Office: ()
Judge: ESL Assets: y

Date document filed (mandatory)
10/20/2008

[08-00036-13 Matthew Paul Smith and Elizabeth Sue Smith](#) C:\Documents and Settings\Carlos\Deskt

[08-00037-ESL13 Matthew Paul Smith](#) C:\Documents and Settings\Carlos\Deskt

STEP 9 In this screen only click to continue.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Batch Filings :

08-00036-13 Matthew Paul Smith and Elizabeth Sue Smith
Type: bk Chapter: 13 v Office: ()
Assets: y Case Flag: PinDue

08-00037-ESL13 Matthew Paul Smith
Type: bk Chapter: 13 v Office: ()
Judge: ESL Assets: y

Next Clear

STEP 10 The final docket text screen displays. Verify the final docket text and read the warning message. Click submit to continue.

The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the text "Batch Filings :" is visible. Two case entries are listed:

- 08-00036-13 Matthew Paul Smith and Elizabeth Sue Smith**
Type: bk Chapter: 13 v Office: ()
Assets: y Case Flag: PlnDue
- 08-00037-ESL13 Matthew Paul Smith**
Type: bk Chapter: 13 v Office: ()
Judge: ESL Assets: y

Below the case entries, the text "Docket Text: Final Text" is displayed. A yellow highlight is present under the text "B21 Form submitted by Debtor(s). (Mergal, Carlos)".

A warning message is shown in red text: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." Below the warning message, there are two buttons: "Next" and "Clear".

STEP 11 The notice of Electronic Filing screen display. The Notice of Electronic Filing screen is the verification that the filing has been filed electronically in the court's database.

The screenshot displays the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page is titled "Batch Filings :".

Two cases are listed:

- 08-00036-13 Matthew Paul Smith and Elizabeth Sue Smith**
Type: bk Chapter: 13 v Office: ()
Assets: y Case Flag: PlnDue
- 08-00037-ESL13 Matthew Paul Smith**
Type: bk Chapter: 13 v Office: ()
Judge: ESL Assets: y

Below the case listings, the text reads: "U.S. Bankruptcy Court District of Puerto Rico * TEST *".

The section "Notice of Electronic Filing" contains the following information:

The following transaction was received from Mergal, Carlos entered on 10/20/2008 at 11:49 AM CST and filed on 10/20/2008

Case Name: Matthew Paul Smith and Elizabeth Sue Smith
Case Number: [08-00036-13](#)
Document Number: [3](#)

Case Name: Matthew Paul Smith
Case Number: [08-00037-ESL13](#)
Document Number: [12](#)

Docket Text:
B21 Form submitted by Debtor(s). (Mergal, Carlos)

The following document(s) are associated with this transaction:

Case Number: 08 00036 13
Document description:
Original filename: C:\Documents and Settings\Carlos\Desktop\al.pdf
Electronic document Stamp:
[STAMP klocfStamp_ID=1059491318 [Date=10/20/2008] [FileNumber=33451-0]
[d9c38ccab8d812486d890094b6f9f6c7e97c3e7168c0c35673526a35b92a4beec5
5fa0152db3b0ef0746f13f79d070c3b0c42c2f96c4b51a25f93a10e5b01]]