

FILED

UNITED STATES BANKRUPTCY COURT 2017 FEB -3 PM 2:48  
SOUTHERN DISTRICT OF OHIO

In Re

GENERAL ORDER # 24-1

PHOTO IDENTIFICATION BY  
UNREPRESENTED PARTIES FILING  
BANKRUPTCY PETITIONS

GENERAL ORDER ADOPTING  
REQUIREMENT OF PHOTO  
IDENTIFICATION BY  
UNREPRESENTED PARTIES FILING  
BANKRUPTCY PETITIONS  
(Effective February \_\_, 2017)

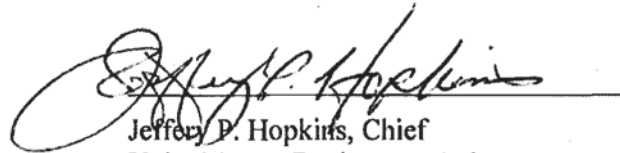
IT IS HEREBY ORDERED that, effective February 11<sup>th</sup>, 2017:

1. Any individual debtor who is not represented by an attorney (an "Unrepresented Debtor") seeking to file a voluntary petition in the United States Bankruptcy Court for the Southern District of Ohio, must provide a copy of photo identification at the time of filing. If the petition is a joint petition, copies of photo identification for both debtors must be provided.
2. Any individual presenting a petition for filing on behalf of an Unrepresented Debtor must provide a copy of photo identification for the debtor or debtors named in the petition, and a copy of photo identification for himself or herself, at the time of filing. If the debtor has executed a power of attorney and the holder of the power of attorney has presented that document together with his or her photo identification, photo identification of the debtor is not required.
3. When a petition is presented for filing by mail, it must be accompanied by a copy of photo identification for the debtor or debtors named in the petition.
4. Acceptable identification for the purposes of this order includes a state driver's license, a U.S. passport, an identification card issued by a federal, state, or local governmental entity, military identification, a resident alien card, or a student identification card. Identification must be current and legible, and must include a photograph.
5. If an Unrepresented Debtor, or individual presenting a petition for filing on behalf of an Unrepresented Debtor, does not provide photo identification at the time the petition is presented for filing, the filer will be required to sign a statement (i) setting forth his or her name, address and telephone number, (ii) explaining why photo identification is not available and (iii) affirming that the filing of the petition is authorized. If a petition is filed without photo identification, a copy of photo identification must be provided to the Clerk's Office for all of the debtors named in the petition within fourteen days, or a motion for waiver of the requirement must be made within that time.

6. The Clerk will convert the copies of photo identification and any documents authorizing the filing to pdf documents, which will be added to the docket as a restricted event. Once docketed, all paper copies will be destroyed.

Dated: February 3<sup>rd</sup>, 2017

For the Court:



Jeffrey P. Hopkins, Chief  
United States Bankruptcy Judge