

## **INSTRUCTIONS FOR USE OF R.I. LOCAL FORMS P.3 and P.4**

### **R.I. Local Form P. 3**

This form must be used when electronically filing any petition in any form of completeness (i.e. complete, skeletal). Only one R.I. Local Form P.3 is required per case. It must be filed with the Court in paper form, contain original signatures and be received within 15 days of the date the petition was filed or, if an extension of time is given to file the original schedules and statements, by the date so extended. **Note: submission of RI Local Form P.3 satisfies the requirement for verification of the debtor(s) social security number, and will be used in lieu of Form B21.**

### **R.I. Local Form P.4**

This form must be received by the court within 15 days of the date of filing of any pleading which requires an original signature, except for those items identified above which use Form P.3. This includes: *amended* schedules, affidavits and any other document requiring an original signature. **Note: pleadings that require the signature of a CM/ECF registered user do not require submission of a P.4 document.**