

companies. For convenience purposes, non-profit agencies may make space, parking and child care available for the classes.

K. TRANSMISSION OF DOCUMENTS

In the administration of a case, the standing trustee should transmit to the United States Trustee a copy of all notices, motions, applications, pleadings and orders filed by the standing trustee (unless otherwise notified by the United States Trustee). FRBP 2002(k).

Claims should be handled in accordance with FRBP 3002 and 5005 and applicable local rules.

L. NOTICES TO DOMESTIC SUPPORT OBLIGATION HOLDERS AND STATE CHILD SUPPORT ENFORCEMENT AGENCIES

The trustee must provide the two statutorily required written notices to the holder of a domestic support obligation (DSO) claim and the appropriate state child support enforcement agency. While the Bankruptcy Code is silent on the timing of the first required notice, trustees should send them generally no later than three business days after the meeting of creditors is held. However if the information is otherwise available to the trustee, the trustee may send the notices at anytime prior to the meeting of creditors. Trustees must send the second required notice to DSO claim holder and the state child support enforcement agency when a discharge is granted.

In order to assist state child support enforcement agencies in identifying debtors with DSOs, the trustee must include the debtor's full Social Security number on those notices going to the State child support enforcement agency, except where prohibited by state law or regulation. The United States Trustee must be notified immediately if the trustee is not in compliance with this requirement based upon a state statute or regulation that prohibits the full disclosure of Social Security numbers. The debtor's full Social Security number is *not* be included on the notices going to the DSO claim holder. If the trustee chooses to file the notice with the court, the trustee must ensure that the first five digits of the debtor's Social Security number are redacted from the notice.