

ATTORNEY -- Quick Reference Guide

Amended Social Security Numbers

***** NOTE: The social security number (SSN) cannot appear on our system. It must not be included in the certificate of service of the pdf you are filing with the court. *****

Step	Action
1	Create a Notice of Change of Social Security Number that indicates the SSN change. You will mail this document to all parties on the creditor matrix, the trustee and U.S. Trustee. This document will include the SSN This document will <i>not</i> be filed with the court.
2	Create and electronically file a Certificate of Service re Change of Social Security Number. This document will indicate that the Notice of Change of Social Security Number was mailed to all parties on the creditor matrix, the trustee and U.S. Trustee. This document will <i>not</i> include the SSN This document will be filed with the court.
3	Click on <u>Bankruptcy</u> hyperlink.
4	Click <u>Certificate of Service</u> - enter case number - click NEXT
5	Select Certificate of Service re: Change of Social Security Number - click NEXT
6	Browse and attach only the Certificate of Service re: Change of Social Security Number.
7	Click Next at the blank screen
8	Docket text will not need to be modified - click NEXT .
9	The Notice of Electronic Filing screen appears and your transaction is complete.
10	E-mail the case number, debtor's name and amended SSN to the following e-mail address: ecf_backup@meb.uscourts.gov Include the case number in the subject line with the caption " Amended social security # "