

ATTORNEY – Quick Reference Guide

Amended Social Security Numbers

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
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.
3	Click on Bankruptcy hyperlink
4	Click Misc – enter case number – click NEXT
5	Select Certificate of Service re: Change of Social Security Number – click NEXT - Select the Party filer - click NEXT
6	At the Screen with the ATTENTION note, which states to include the notice of change of Social Security Number with the filing, click NEXT .
7	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and Verify the document you wish to attach to this entry – click Open to attach the correct PDF. NOTE: To view the document before selecting, right click on the highlighted filename and click open..
8	If you are filing the Certificate of Service and the Notice of Change of Social Security Number as one PDF Click NEXT and go to step 11 .
9	Attachments to Document select YES to attach the Notice of Change of Social Security Number - click NEXT
10	Click BROWSE , on the select one or more attachments Screen to Launch the Adobe Acrobat Reader. Locate and Verify the notice of change of social security you wish to attach. Under Description – type Notice of Change of SSN Click Add to List Click NEXT
11	Click Next at the blank screen
12	Docket text will not need to be modified - Click NEXT
13	The Notice of Electronic Filing screen appears and your transaction is complete