

## **Instructions for Amending an Individual Debtor's Social Security Number [REVISED January 2011]**

To change a social security number originally used when filing the petition, *all* individual debtors must follow the instructions outlined below, regardless of whether the debtor filed *pro se* or is represented by an attorney.

### **I. File a Motion to Amend the Social Security Number:**

1. Before making the motion, the debtor must contact chambers of the judge assigned to the case to obtain a return date.
2. If filing the motion conventionally (that is, by delivery to the Intake window or by mail or courier), an attorney (or individual if practicable) should include a CD or diskette containing the motion in PDF format.
3. At the same time as the motion is filed with the clerk, a courtesy copy of the motion and proposed order must be submitted (or mailed) to chambers of the judge assigned to the case. The submission to chambers must include a copy of both the original and amended Official Form 21 (Statement of Social Security Number) [*see* Part II. below for instructions on submitting the amended form to the Clerk's Office]. Also, attorneys must submit a CD or diskette containing the proposed order in either Word or WordPerfect format.
4. NOTE: *Only the last four digits* of the debtor's erroneous and corrected social security number should appear on both the motion and proposed order [*example*: xxx-xx-1234]. The only document containing the full nine digits of the debtor's social security number will be Official Form 21 (*see* instructions immediately below).

### **II. Submit to the Clerk's Office an Amended Official Form 21:**

1. Simultaneous to the filing of the motion, the debtor must submit to the Clerk's Office an amended Official Form 21 (Statement of Social Security Number) containing the corrected social security number.
2. As stated above, the amended Official Form 21 is the only document containing the full **nine digits** of the corrected social security number (the motion and proposed order should contain only the last four digits).
3. The form can be delivered to the Intake window or sent to the Clerk's Office by mail or courier *with a copy of the motion attached*.
4. In order to comply with the E-Government Act of 2002, attorneys must **not** file the amended Official Form 21 on the Court's Electronic Case Filing (ECF) System.

### **III. Send Notice of the Change in Social Security Number:**

1. After the Judge signs the order, it is the **responsibility of the debtor** to provide notice – to creditors and all other parties in the case – providing the full **nine digits** of the **corrected** social security number.
2. The debtor must file with the Clerk's Office an *affidavit of service* after notice has been properly sent.