

**ATTORNEY - Quick Reference Guide**

**Amended Social Security Numbers**

<b>Step</b>	<b>Action</b>
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 <b>This document will include the SSN</b>
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 <b>Bankruptcy</b> hyperlink
4	Click <b>Certificate of Service</b> - enter case number - click <b>NEXT</b>
5	Select <b>Certificate of Service re: Change of Social Security Number</b> - click <b>NEXT</b>
6	At the Screen with the <b>ATTENTION</b> note, which states to include the notice of change of Social Security Number with the filing, click <b>NEXT</b> .
7	Click <b>BROWSE</b> 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 <b>Open</b> to attach the correct PDF.  <b>NOTE:</b> To view the document before selecting, right click on the highlighted filename and click open..
8	If you are filing the <b>Certificate of Service</b> and the <b>Notice of Change of Social Security Number</b> as one PDF Click <b>NEXT</b> and go to <b>step 11</b> .
9	<b>Attachments to Document</b> select <b>YES</b> to attach the <b>Notice of Change of Social Security Number</b> - click <b>NEXT</b>
10	Click <b>BROWSE</b> , 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 <b>Description</b> - type Notice of Change of SSN Click <b>Add to List</b> Click <b>NEXT</b>
11	Click <b>Next</b> at the blank screen
12	Docket text will not need to be modified - Click <b>NEXT</b>
13	The Notice of Electronic Filing screen appears and your transaction is complete