



UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA
OFFICE OF THE CLERK

JON D. CERETTO
Executive Officer
Clerk of Court

PUBLIC NOTICE

**RE: Change in CM/ECF Procedures Regarding the
Statement of Social Security Number(s) - Official Form B21**

Beginning January 1, 2009, attorneys electronically filing petitions through the Court's CM/ECF system will be required to submit the **STATEMENT OF SOCIAL SECURITY NUMBER(S) (Official Form B21)** immediately after every new petition filed on behalf of an individual debtor. Attorneys must use the private event within CM/ECF called "**Statement of Social Security Number(s) - B21**" (BK - "**Other**") when submitting the Statement of Social Security Number(s) form.

Form B21 must be printed and signed by the debtor(s), scanned as a separate PDF file, and docketed using the "private" docket event code "**Statement of Social Security Number(s)-B21.**" Attorneys must use the proper event code to prevent the full social security number(s) from appearing on the public docket, which is in violation of FRBP 9037. To ensure the privacy of the debtor's Social Security number, the Statement of Social Security Number(s) should **never** be combined with the Voluntary Petition. In addition, **DO NOT** file an amended Statement of Social Security Number(s) as "Amendment" since this event will cause the document and the Social Security Number to appear on the public docket.

More detailed instructions on how to submit the Statement of Social Security Number(s) or an Amended Statement of Social Security Number(s) are available on the Court's website at: www.cacb.uscourts.gov. From the court's homepage, Click on **Electronic Systems & Status> CM/ECF Home Page> Procedures and Rules > Statement of Social Security Number(s)**.

Attorneys should continue to retain the executed original Statement of Social Security Number(s) for a period of five years after the closing of the bankruptcy case pursuant to General Order 06-03 and the CM/ECF Administrative Procedures.

Questions about the Statement of Social Security Number(s) (Official Form B21) form or how to electronically submit it to the Court should be directed to the ECF Support Center at (213) 894-2365.

JON D. CERETTO
CLERK OF COURT

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