

**UNITED STATES BANKRUPTCY COURT
Central District of California**

Instructions Regarding Amendments to Social Security Number

The United States Bankruptcy Court for the Central District of California has revised its procedures for amending a debtor's Social Security Number in order to conform with the Judicial Conference Privacy Policy that went into effect December 1, 2003. Please note that the Judicial Conference Privacy Policy does not alter any requirements to provide a full Social Security Number.

Beginning December 1, 2003, the following are required to amend the debtor's Social Security Number:

1. *Amended Statement of Social Security Number(s) (Form B21A):*

Submit an original *Amended Statement of Social Security Number(s) (Form B21A)* setting forth the debtor's incorrect and amended Social Security Number and signed by debtor(s) under penalty of perjury. Please note that Form B21A is not part of the public record and will not be included in the case file.

2. *Amendment Cover Sheet (Form B-1008):*

Clearly specify on the *Amendment Cover Sheet (Form B-1008)* that the *Statement of Social Security Number(s)* and Voluntary Petition pages are being amended.

The debtor is required by F.R.B.P. 1009(a) to give notice of the amendment to the creditors, the trustee, and the U. S. Trustee. The notice must include the debtor's full Social Security Number as required by 11 U.S.C. § 342(c). **These requirements are not affected by the Judicial Conference Privacy Policy and remain in effect after December 1, 2003.**

Attach the following to the original *Amendment Cover Sheet*:

- a. **The redacted original page one and signed page two of the amended Voluntary petition; and**
- b. **A redacted copy of the notice that was mailed to the creditors, the trustee, and the U. S. Trustee. The Court's copy of the notice should be redacted to show only the last four digits of the Social Security Number. Please note that the Clerk's Office will not redact the full Social Security Number if listed in the notice.**

File the original and three complete copies for chapter 7 and 13 cases or original and six complete copies for chapter 11 cases of the *Amendment Cover Sheet* and attachments along with the completed *Proof of Service* and service list.

3. **If the case is closed, a motion and order to reopen must be filed and accompanied by the filing fee. Upon entry of the order reopening the case, the process for amending the Social Security Number, as detailed above, may begin.**