

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO

**ATTORNEY PROCEDURE FOR
CORRECTION OF SOCIAL SECURITY NUMBER MISMATCH**

September 1, 2008

Background

When the social security number on the Statement of Social Security Number does not match the 9-digit social security number typed in CM-ECF by the attorney, the Clerk's Office will send a notice of error to the attorney. The attorney will need to determine whether the error is in the data entered in CM-ECF or in the statement filed with the court. The error should be corrected as soon as possible so the Clerk's Office can send the § 341 meeting of creditors notice.

A. Social security number on the statement is incorrect:

If the error is in the 9-digit social security number on the Statement, the attorney will need to file an Amended Statement of Social Security Number (signed by the debtor). A fillable amended statement form is available on the court's Website at

<http://www.nmcourt.fed.us/usbc/files/amendssn.pdf>.

B. Social security number typed in CM-ECF is incorrect:

If the error is in the 9-digit social security number typed into CM-ECF, the attorney will need to file a "*Notice of Incorrect Data Entered in CM-ECF (or Data Missing from CM-ECF) and Authorization for Clerk to Correct /Add Data*" so the Clerk can correct the error. See the attorney procedure and form of notice at

<http://www.nmcourt.fed.us/usbc/files/attyproc4clerk2correctCM-ECFdata.pdf>.