

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO

CORRECTION OF SOCIAL SECURITY NUMBERS

-Procedure for Customers' Use-
(Effective December 1, 2003) Updated January 29, 2004

On December 1, 2003, new Federal Rules of Bankruptcy Procedure and revised Official Forms which implement the privacy policy of the Judicial Conference of the United States became effective. The amended rules and revised procedures are designed to provide the debtor's full social security number to all creditors and parties in interest via the initial § 341 notice of bankruptcy, but protect the privacy of the debtor by displaying only the last four digits of the social security number in case records available to the public.

In New Mexico, it is the responsibility of the attorney for the debtor or the self-represented debtor to check the social security number carefully before submission and also to check the § 341 notice (within 60 days of submission of the statement of social security number) to be sure that the correct number is displayed. When an error is found, the attorney for the debtor or the self-represented debtor is responsible for contacting the Clerk's Office via e-mail at web_ops@nmcourt.fed.us or by phone, 505-348-2500 or toll free 866-291-6805. The Clerk's Office will determine the cause of the error.

If the error is the Clerk's, the Clerk's Office will fix the error and, if necessary, prepare a Clerk's notice of correction of social security number. If the error is the filer's, the filer must prepare and submit an amended statement of social security number (**Form B21 amd**). In addition, the filer must prepare and mail to all creditors and other parties in interest, including the three credit reporting agencies, a notice of correction of social security number (**Sample Form 1**), and file a certificate of mailing of notice of correction of social security number, (**Form 1a**) with the Clerk.

Forms are available on the court's website, along with this procedure, at:
www.nmcourt.fed.us/web/BCDOCS/bcindex.html

Click on COURT FORMS in the menu on the left side.