

Statement Re: Social Security Number

For privacy reasons, the Statement Re: Social Security Number is a document that only court personnel can view on the court's docket. In order to obtain this privacy, it is very important to use the correct document type when filing the Statement Re: Social Security Number.

Step 1 Click the **Bankruptcy** link on the CM/ECF Main Menu. (See Figure 1)



Figure 1

Step 2 The **Bankruptcy Events** screen displays. (See Figure 2)



Figure 2

◆ Click **Other**.

Step 3 The **Case Number** screen displays. (See Figure 3)

Figure 3

- ◆ Enter the case number in yy-nnnnn format and click **Next** to continue.

Step 4 The **Available Events** screen is displayed. (See figure 4)

Figure 4

- ◆ To locate the document type, either scroll down the selection box or start typing it in the box above **Available Events**. In this example, start typing "statement" until the document type is displayed in the **Available Events** list.
 - ◆ When the document type is located, highlight it with your mouse, which will place it in **Selected Events** on the right of the screen.
 - ◆ When the correct document type is chosen and in the **Selected Events** box, click **Next** to continue.

Step 5 The **Joint Filing with other attorney** screen appears. (See Figure 5)



Figure 5

◆ If this is a joint filing with another attorney, put a check in the box and click **Next** to continue. If it is not joint, click **Next** to continue.

Step 6 The **Party Selection** screen appears. (See Figure 6)



Figure 6

◆ Highlight the party filer and click **Next** to continue.

NOTE: If the party name is not appearing in the selection box, add them by clicking the Add/Create New Party link.

Step 7 The **PDF Document Selection** screen will then display. (See Figure 7a)

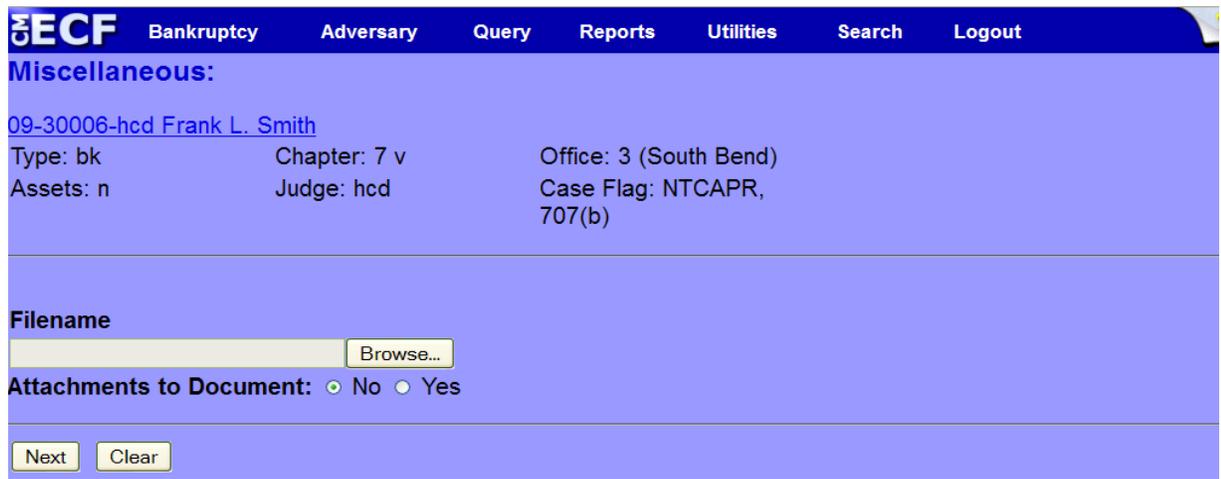


Figure 7a

- ◆ Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b)

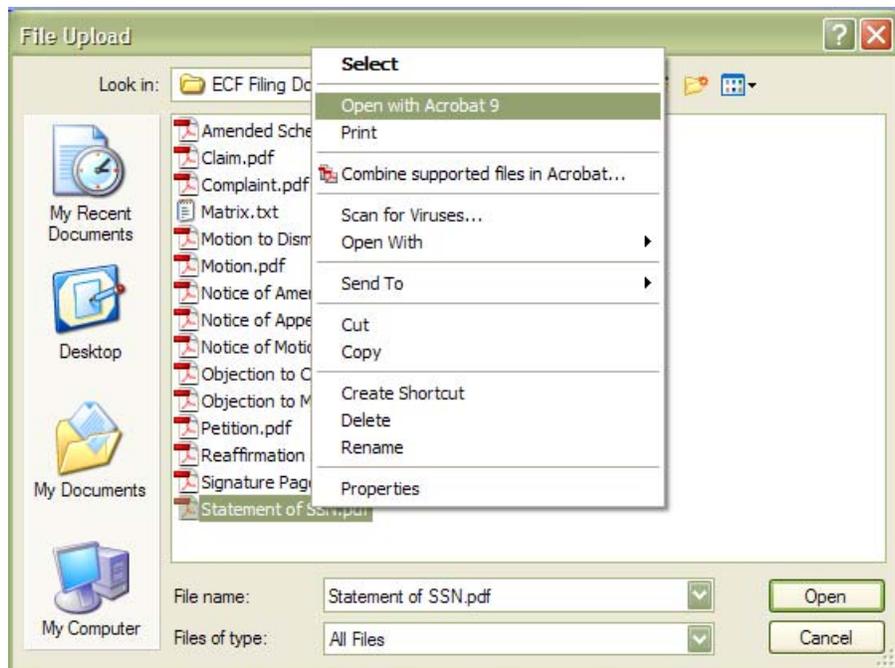


Figure 7b

This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.

- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 7c)

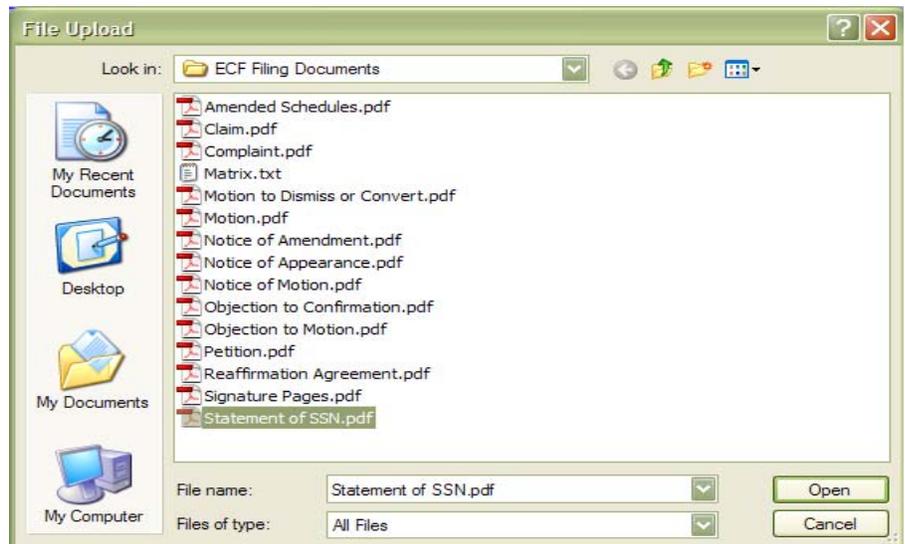


Figure 7c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 7d)



Figure 7d

- Click **Next** to continue.

Step 8 The **Docket Text: Modify as Appropriate** screen appears. (See Figure 8)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR

Docket Text: Modify as Appropriate.

Statement of Social Security Number(s) Filed by Frank L. Smith . (Miller, William)

Next Clear

Figure 8

- ◆ Additional text is optional, but not required to be entered in the text boxes provided.
- ◆ Click **Next** to continue.

Step 9 The **Docket Text: Final Text** screen displays. (See Figure 9)

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[09-30006-hcd Frank L. Smith](#)

Type: bk Chapter: 7 v Office: 3 (South Bend)
Assets: n Judge: hcd Case Flag: NTCAPR

Docket Text: Final Text

Statement of Social Security Number(s) Filed by Frank L. Smith. (Miller, William)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Next Clear

Figure 9

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.

- ◆ If the final docket text is incorrect:
 - Click the browser **Back** button to find the screen to be modified.
 - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Main Menu Bar**.

Step 10 The **Notice of Electronic Filing screen** displays.

- ◆ This screen can be either saved or printed.