

# Amended Statement of Social Security Number (OF B 121)

## **Introduction**

This document provides procedures for e-filers filing an amendment of a debtor's social security number (SSN).

## **Required forms**

Per [LBR 1007-5\(b\)](#), to amend a debtor's SSN, the debtor or debtor's attorney must file an amended [Official Form B 121 \(OF B 121\)](#) and an attached certificate of service.

Every section of the OF B 121 must be completed;<sup>1</sup> and the form must be dated and signed by the debtor or, in a joint case, the debtors.

The attached certificate of service must certify that all interested parties have been served a copy of the amended OF B 121, including creditors, the trustee, and the United States trustee. It must be filed with the amended OF B 121 as a single document in PDF format.

## **Privacy settings & security**

The amended OF B 121 will not be available on the docket for public view. Although, as indicated above, the amended OF B 121 including the full, 9-digit SSN must be served on all interested parties, including creditors, the trustee, and the United States trustee, only the last four digits of the number will be available for public view.

The amended form will appear as a docket entry, but only the court and the party that filed the form will be able to view the linked document. Similarly, a notice of electronic filing will be generated and issued upon filing, but parties receiving the notice will be unable to view the associated PDF.

## **Filing Procedures**

Once the OF B 121 and attached certificate of service have been prepared, file the documents electronically as a single PDF via the following steps.<sup>2</sup>

---

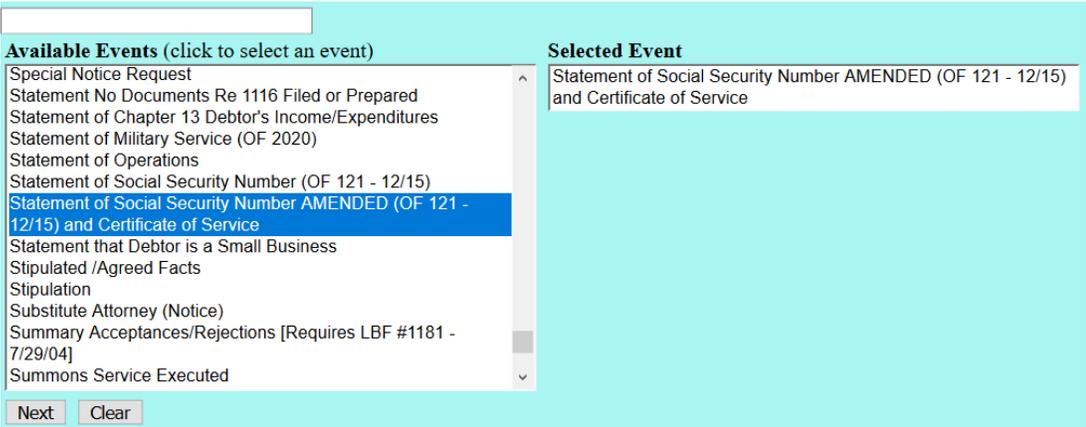
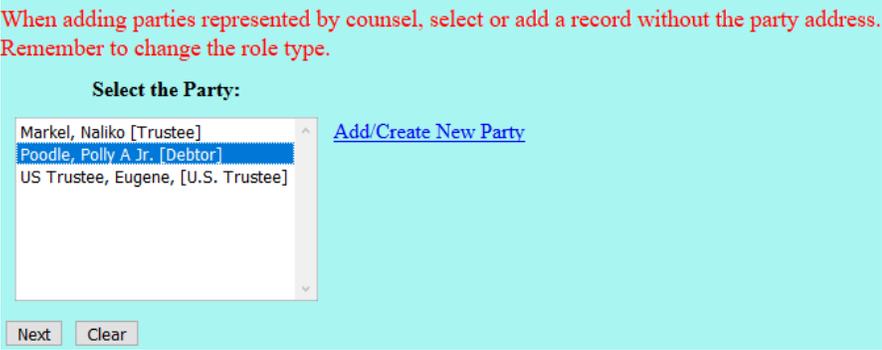
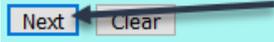
<sup>1</sup> As indicated on the form, the right-hand column need only be completed for joint debtor cases. For Part 2, if the debtor does not have an SSN or federal individual taxpayer identification number, this must be indicated via the checking of the appropriate boxes.

<sup>2</sup> [Click here](#) or see below for procedures with screenshots.

<b>Step</b>	<b>Action</b>
<b>1</b>	Click on <b>Bankruptcy</b> on the ECF main menu bar
<b>2</b>	Select <u>Miscellaneous</u>
<b>3</b>	Enter case number in format xx-xxxxx
<b>4</b>	Select "Statement of Social Security Number AMENDED (OF 121 - 12/15) and Certificate of Service"
<b>5</b>	Select debtor
<b>6</b>	Review informational statement and click 'Next'
<b>7</b>	Click 'Browse...' to attach amended OF B 121 and certificate of service as a single PDF
<b>8</b>	A screen with no information will appear, click 'Next' button to proceed
<b>9</b>	Review docket text and submit

## Filing procedures with screenshots

Step	Action
1	<p>Click on <b>Bankruptcy</b> on the ECF main menu bar</p>  <p>The screenshot shows the top navigation bar of the ECF system. The 'Bankruptcy' menu item is highlighted with a black arrow. The rest of the page shows the U.S. Bankruptcy Court District of Oregon logo and the text 'Official Court Electronic Document Filing System'.</p>
2	<p>Select <u>Miscellaneous</u></p>  <p>The screenshot shows a list of menu items under 'Bankruptcy Events'. The 'Miscellaneous' item is highlighted with a black arrow. Other items include Answer/Response..., Appeals, CaseUpload, Claim Actions, Creditor Maintenance..., File Claims, Judge/Trustee Assignment, Motions/Applications, Notices, Open Bankruptcy Case Using XML Forms Data, Open a BK Case, Open Involuntary Case, Open Related BK Case, Plan, and Order Upload.</p>
3	<p>Enter case number in format xx-xxxx</p>  <p>The screenshot shows a search form for a case number. The text 'Case Number' is above a text input field containing '18-12345'. To the right of the input field is a button labeled 'Find This Case'. Below the input field are two buttons: 'Next' and 'Clear'.</p>

<p><b>4</b></p>	<p>Select "Statement of Social Security Number AMENDED (OF 121 - 12/15) and Certificate of Service"</p> 
<p><b>5</b></p>	<p>Select debtor</p> <p>When adding parties represented by counsel, select or add a record without the party address. Remember to change the role type.</p> 
<p><b>6</b></p>	<p>Review informational statement and click 'Next'</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <p>If you are submitting OF 121 when filing a new bankruptcy case, use the event: Statement of Social Security Number in the Miscellaneous category. Use this amended event only to notify the court of a correction to a social security number previously submitted to the court. Include the full social security number. The OF 121 will not be viewable by anyone other than court personnel. You must serve all parties and creditors with the amended full social security number using OF 121, and include a certificate of service with the OF 121 filed using this event.</p> 

<p>7</p>	<p>Click 'Browse...' to attach amended OF B 121 and certificate of service as a single PDF</p> <p><b>File all documents (LBF's, motions, affidavits, certificates, etc.) in a single pdf, beginning with any LBF(s), unless otherwise instructed.</b></p> <p>Select the <b>pdf</b> document (for example: C:\199cv501-21.pdf).</p> <p><b>Filename</b></p> <p><input type="button" value="Browse..."/> No file selected.</p> <p><b>Attachments to Document:</b></p> <p>If the document(s) must be broken into multiple pdfs because a single pdf will exceed 50MB, click Yes and attach the remaining pdf(s).</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>8</p>	<p>A screen with no information will appear, click 'Next' button to proceed</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>9</p>	<p>Review docket text and submit</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <p>Docket Text: Final Text</p> <p><b>Statement of Social Security Number AMENDED (OF 121) and Certificate of Service Thereon Filed By Debtor Polly A Poodle Jr. (Attorney, Jeff)</b></p> <p><b>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</b></p> <p><b>Have you redacted?</b></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>