

## Correcting a Social Security Number: A Guideline for Attorneys and *Pro Se* Debtors

1. If you discover you have entered an inaccurate social security number for the debtor, immediately call the clerk's office (334) 954-3800 and ask to speak with the case administrator who has your case.
2. Prepare a corrected form B 121 and email it to the case administrator. This form can be found on the court's website: <https://www.almb.uscourts.gov/forms>. If you wish, you may take it to the clerk's office at the following address: One Church Street, Montgomery, AL 36104.
3. We recommend you immediately notify the three credit bureaus, Transunion, Equifax, and Experian, that a bankruptcy case has been filed using an incorrect social security number. You can find the credit bureaus' addresses on the court's website: <https://almb-admin.jdc.ao.dcn/credit-reporting-agencies>.
4. If you discover the error and provide the court with a corrected B 121 on the same day that the case was filed, the court will correct the social security number in the case filing system. That will ensure it is correct on the 341 Meeting of Creditors Notice to all creditors, the Bankruptcy Administrator, and the trustee of the case.
5. If you discover the error after the first day of filing the case, meaning that the creditors have already been notified of the incorrect case number, bankruptcy rules 1009(c) and 1007(a) require you to notify the creditors, the Bankruptcy Administrator, and the trustee of the case. After notifying the creditors, Bankruptcy Administrator, and trustee of the correction, you must file a certificate of service with the court.
  - a. Attorneys should docket the certificate of service in CM/ECF using Bankruptcy > Miscellaneous/Other > Certificate of Service. Be sure to include the debtor's name, case number, a full signature block (signer's name, address, phone number, and an email address), and who was served on the certificate of service. Do NOT include the full social security number in the certificate of service.
  - b. *Pro se* debtors will need to mail or take their certificate of service to the court to be filed. The certificate of service should include the debtor's name, case number, a full signature block (signer's name, address, phone number, and an email address), and who was served on the certificate of service. Do NOT include the full social security number in the certificate of service.