

**UNITED STATES BANKRUPTCY COURT**

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To: Debtor Attorneys and Trustees

From: U.S. Bankruptcy Court for the Southern District of Iowa

Date: September 12, 2013

Subject: Procedure change for corrected Social Security Numbers

Greetings!

The court is implementing a procedure change for filing corrections to debtor(s) Social Security Number. If the debtor(s) Social Security Number is incorrect at the time of filing a petition, you must file a request to the court to correct the Social Security Number.

Starting immediately, you will prepare a Request and Notice to Correct Social Security Number and Certificate of Service. The attached form is available for your use:

[http://www.iasb.uscourts.gov/iasb\\_ftp/forms/LocalForms/ntc\\_corrected\\_ssn.pdf](http://www.iasb.uscourts.gov/iasb_ftp/forms/LocalForms/ntc_corrected_ssn.pdf).

You are required to e-file the Request and Notice to Correct Social Security Number and attach a Certificate of Service indicating service upon all creditors.

The docket event has been modified to include the Notice and Certificate of Service language and presents a warning message to alert you to the new service requirements. The Request and Notice to Correct Social Security Number and Certificate of Service is sealed upon filing to comply with privacy protection rule.

The form is provided for your convenience. You may create your own form; however, it must substantially comply with the contents of this form.

The form is also available on our web page at [www.iasb.uscourts.gov](http://www.iasb.uscourts.gov). Go to Resources, Forms and scroll down to Other Forms.

We appreciate your attention to this matter.

Thank you~