

Form 21: Statement of Social Security Number

This module will demonstrate the steps to take to docket a Form 21: Statement of Social Security Number in the CM/ECF system.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 2 The **Bankruptcy Events** menu displays.

, Click the Other hypertext link.

STEP 3 The **Miscellaneous - Case Number** screen displays.

, Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

, Click **[Next]** to continue.

STEP 4 A **Case Number and Case Name Verification and Item Selection Menu** screen displays.

, Verify the case number and case name are correct. If they are not correct, click the browser's **[Back]** button and re-enter the case number.

, If the case number and case name are correct, continue.

, Click and highlight **Form 21 - Statement of Social Security Number**.

, Click **[Next]**.

- STEP 5** The **Joint Filing With Other Attorney** screen displays.
- , If this is *not* a joint filing with another attorney, Click **[Next]** and refer to STEP 7.
 - , If this is a joint filing with another attorney, click to the box. Then click **[Next]**.
 - , Choose the additional attorney by highlighting the name, and click **[Next]**.
- STEP 6** The **Party Filer** screen displays.
- , Click and highlight the **Debtor(s)** as the Party Filer(s). To highlight more than one name, hold the **Control** key and click on each party.
 - , Click **[Next]** to continue.
- STEP 7** A screen with only the case name and number displays.
- , Click **[Next]** to continue. (This screen is needed for processes happening in the background).
- STEP 8** The **Select the pdf document** screen displays.
- , Click **[Browse]** to search for the appropriate PDF (Portable Document Format) document.
 - , Always remember to right click on the file, prior to attaching it to the docket entry, to ensure the correct document is being added.
 - , Double Click on the appropriate PDF to attach it to the docket entry.
- STEP 9** The **Select pdf document** screen displays again, with the **Filename** inserted.
- , Click **[Next]** to continue.

- STEP 10** A screen with only the case name and number displays.
- , Click **[Next]** to continue. (This screen is needed for processes happening in the background).
- STEP 11** The **Docket Text: Final Text** screen displays.
- , Verify all docket text information is correct.
- , Click **[Next]** to accept all information and to finalize docketing Form 21: Statement of Social Security Number.
- STEP 12** The **Notice of Bankruptcy Case Filing (Notice of Electronic Filing)** screen displays.
- , No one will receive notification of this document.