



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

SOCIAL SECURITY NUMBER VERIFICATION PAGE

Amendments to F.R.B.P. 1007, requires debtors to submit a verified statement containing the full nine-digit SSN. This statement will not be viewable in the case by anyone other than the court and will not be available to the public over the internet. This event must be used to docket the SSN verification page. It is the responsibility of the filers, not the Clerk, for redacting the Social Security Number and other personal identifiers in documents filed with the court.

FILING STEPS:

1. Click 'Bankruptcy' on the Blue Menu Bar
2. The Bankruptcy Events menu displays. Click 'Miscellaneous'
3. The Case Number screen displays. Enter the case number in yy-nnnnn format. Click 'Next'
4. The Available Events screen appears. Scroll down to 'Social Security Number Verification Page' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Select the Party screen displays. Scroll through the list of parties, if your party is found, highlight the name. If the name of the party is not found, click Add/Create New Party. Click 'Next'. If this is the first time you are filing on behalf of the party filer, a check box will appear to create the association between attorney and client. Check the box. Click 'Next'
6. The PDF Document Selection screen displays. Click the 'Browse' button and navigate to the PDF document. Select the PDF and then click 'Open'. Click 'Next'
7. The Case Information screen displays. Verify Name of Debtor(s) and Case Information. Click 'Next'
8. The final approval screen appears: Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this modify submission if you continue. Have you redacted? If something is not correct, click the back arrow in your browser. If the text reads correctly, click 'Next'
9. The Notice of Electronic Filing screen displays.