



U.S. Department of Justice
United States Trustee
Northern and Eastern
Districts of California and Nevada

San Jose 408- 535-5525
280 South First St., Suite 268 FAX 408-535-5532
San Jose, California 95113
Website address: www.usdoj.gov/ust/r17

INSTRUCTIONS TO CURE FAILURE TO PROVIDE GOVT ISSUED PICTURE ID

1. Attend the continued meeting of creditors.
2. If you had unsatisfactory I.D. at the initial 341, present proper identification to the Trustee at the continued meeting. If authorized by the Chapter 7/13 Trustee, arrange to bring this proof of ID to the Chapter 7/13 Trustee's office.
3. Failure to provide valid identification is cause for the U. S. Trustee's office to file a Motion to Dismiss your case. If you require additional time to obtain a lost or stolen ID, please contact the U. S. Trustee's office at (408) 535-5525 to request a Stipulation to continue the deadlines for which to comply. This request will only be granted upon proof that the required ID has been ordered.

INSTRUCTIONS TO CORRECT THE NAME ON THE PETITION

If the name listed on the petition is incorrect, the debtor must:

1. Amend the Voluntary Petition;
2. File the amended voluntary petition with the U. S. Bankruptcy Court;
3. Serve a file-stamped copy on the Bankruptcy Trustee, the U. S. Trustee and all creditors listed on the debtor's creditor's matrix; and
4. File a certificate of service with the Court.

INSTRUCTIONS TO CORRECT SOCIAL SECURITY NUMBER ERRORS

1. A corrected **Official Form 21** must be filed with the Bankruptcy Court. A courtesy copy should be provided to the Chapter 7/13 Trustee. The form is available from the Courts website:
<http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>
Note: If the error was in the last 4 digits of your SSN, see item #4 below.
2. A "Notice of Corrected Social Security Number" must be served on the Chapter 7 or Chapter 13 Trustee and the U.S. Trustee. For the debtor's protection, it is suggested that all creditors be served as well. A sample "Notice" is attached and is available from the U. S. Trustee website at: http://www.justice.gov/ust/r17/san_jose/index.htm
You must also file the original of this "Notice" plus sufficient copies with the Court. However, the court's copy must be redacted, i.e. must disclose only the last four digits of the SSN. So, on the document to be filed with the Court, black out the first 5 digits of your SSN. But the full SSN should be shown on the copy served to trustees and creditors.
3. A **Proof of Service** must accompany the "Notice of Corrected Social Security Number". The original Proof of Service must be filed with the Court. A sample Proof of Service is attached and available from the UST website at: http://www.justice.gov/ust/r17/san_jose/index.htm
4. If the error is in the last 4 digits of your SSN, you must also file with the Court an amended voluntary petition with the corrected last four digits. You must attach a file-stamped copy of the amended voluntary petition to the Notice of Corrected Social Security Number when you serve the notice on the Chapter 7/13 Trustee, U. S. Trustee and all creditors listed in your case.

TIPS FOR PRO PER DEBTORS

1. The Clerk for the **U. S. Bankruptcy Court** will accept only originals (but may need a number of copies as well.) **Court address:** 280 South First Street Room 3035, San Jose, CA 95113; **Phone:** 408-278-7500.
2. Copy the “Notice of Corrected Social Security Number” and the file-stamped voluntary petition enough times to send a copy to each creditor on your Creditor Matrix, the Chapter 7 or Chapter 13 Trustee and the U. S. Trustee. The address for your trustee is listed below.
3. The documents must be served by someone other than the debtor. So, have another adult fill out a proof of service, sign it, and put the envelopes in the mail. Remember to attach a copy of the Creditors Matrix to the proof of service and to file the complete proof of service with the Court.
4. **San Jose Chapter 7 Trustees:**
For current contact information please refer to the U. S. Trustee website, select California Trustees and scroll down to the Trustees appointed for Northern District of California. The hyperlink is : http://www.justice.gov/ust/eo/private_trustee/locator/index.htm
6. **United States Trustee:**
Office of the U. S. Trustee, 280 South First Street, Suite 268, San Jose, CA 95113
Telephone: (408) 535-5525 x 0, Fax: (408) 535-5532