

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA  
**Social Security Answer – Creation of Administrative Record**

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**OVERVIEW**

This procedure applies to all complaints in social security cases instituted by a plaintiff against the Commissioner in which the only claim that is being brought is pursuant to 42 U.S.C. § 405(g). No later than service of the summons and complaint, the plaintiff shall provide the U.S. Attorney and the Social Security Administration with the full name and last four digits of the social security number of the individual whose benefits application was denied. This identifying information is necessary for the Commissioner to obtain and produce the certified administrative record

**PROCEDURE**

The Plaintiff shall provide the full name and last four digits of the social security number:

1. To the USAO-NDOK either by email to USAOKN.ECFCivil@usdoj.gov, or by delivery, by hand or mail, to SSA Clerk Civil Division, 110 W 7th Street, Suite 300, Tulsa, OK 74119; and
2. To the Denver ORC either by email to OGC.DEN.Service.NDOK@ssa.gov, or by delivery, by hand or mail, to SSA Clerk Civil Division, 1961 Stout Street, Suite 4169, Denver, CO 80294.
3. The email addresses provided herein are to be used solely for the submission of identifying information as provided in this rule or for electronic service of the summons and complaint. They shall not be used for any other purposes. Any improper use of the email addresses identified in this procedure is a violation of rule LCvR5-3 and subject to sanctions.
4. Filing of Certified Administrative Record. Within 91 days following service of the summons, complaint, and identifying information on the USAO-NDOK and the Denver ORC, the Commissioner shall file the certified administrative record in electronic format and serve it on the

plaintiff. Taking such action shall serve as the Commissioner's Answer. No separate Answer need be filed.