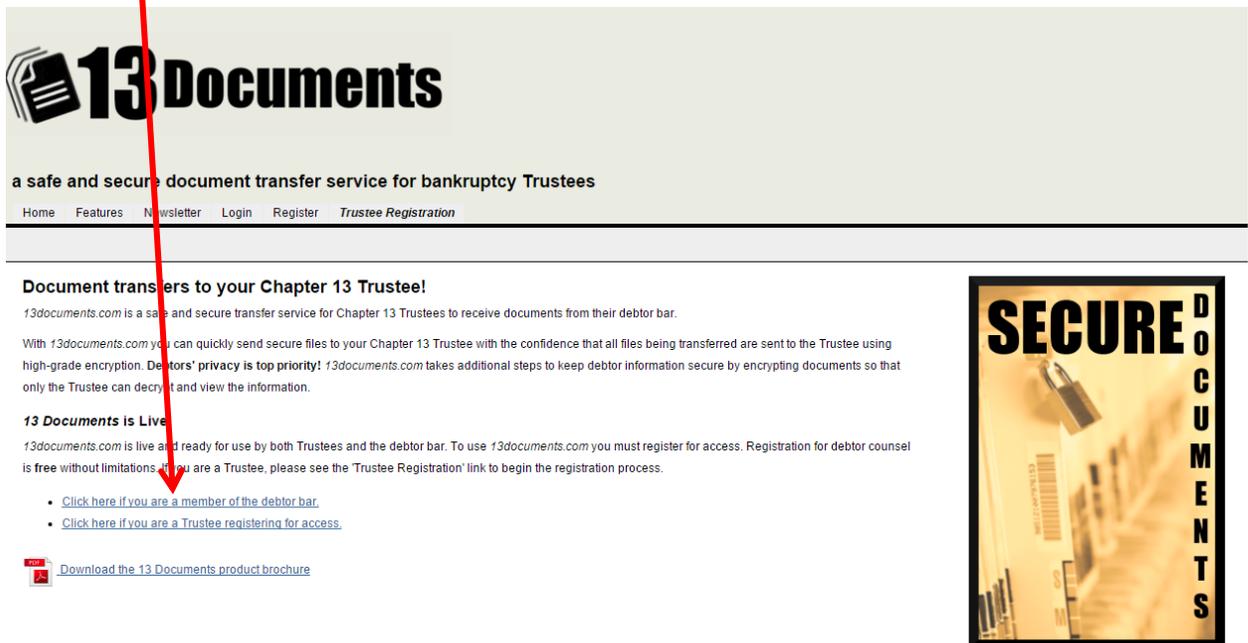


# 13Documents Debtor Attorney

## Registration Process & Procedures

1. [WWW.13DOCUMENTS.COM](http://WWW.13DOCUMENTS.COM)
2. Select **Click here if you are a member of the debtor bar**



**13Documents**  
a safe and secure document transfer service for bankruptcy Trustees

Home Features Newsletter Login Register **Trustee Registration**

### Document transfers to your Chapter 13 Trustee!

13documents.com is a safe and secure transfer service for Chapter 13 Trustees to receive documents from their debtor bar.

With 13documents.com you can quickly send secure files to your Chapter 13 Trustee with the confidence that all files being transferred are sent to the Trustee using high-grade encryption. Debtors' privacy is top priority! 13documents.com takes additional steps to keep debtor information secure by encrypting documents so that only the Trustee can decrypt and view the information.

**13 Documents is Live**

13documents.com is live and ready for use by both Trustees and the debtor bar. To use 13documents.com you must register for access. Registration for debtor counsel is free without limitations. If you are a Trustee, please see the 'Trustee Registration' link to begin the registration process.

- [Click here if you are a member of the debtor bar.](#)
- [Click here if you are a Trustee registering for access.](#)

 [Download the 13 Documents product brochure](#)



3. Complete the registration then select **Next Step**



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### Site Registration

To file documents with subscribing Trustees, you must first register for an account. Registration is free, and quick.

Please fill out the following form to begin your registration. *After you have completed this form, you will receive a confirmation e-mail. Your account registration will not be complete until you follow the directions in the confirmation e-mail.*

Site Registration - Basic Information

First Name:	<input type="text" value="John"/>
Last Name:	<input type="text" value="Doe"/>
Company/Firm:	<input type="text" value="Office of John Doe Bankruptcy"/>
Address:	<input type="text" value="1234 Bankruptcy Dr."/> <input type="text"/> <input type="text"/>
City:	<input type="text" value="Miami"/>
State:	<input type="text" value="Florida"/>
Zip Code:	<input type="text" value="00000"/>

4. Enter Contact information and Select **COMPLETE**{email recipient will receive the account confirmation email}



# 13 Documents

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### Site Registration

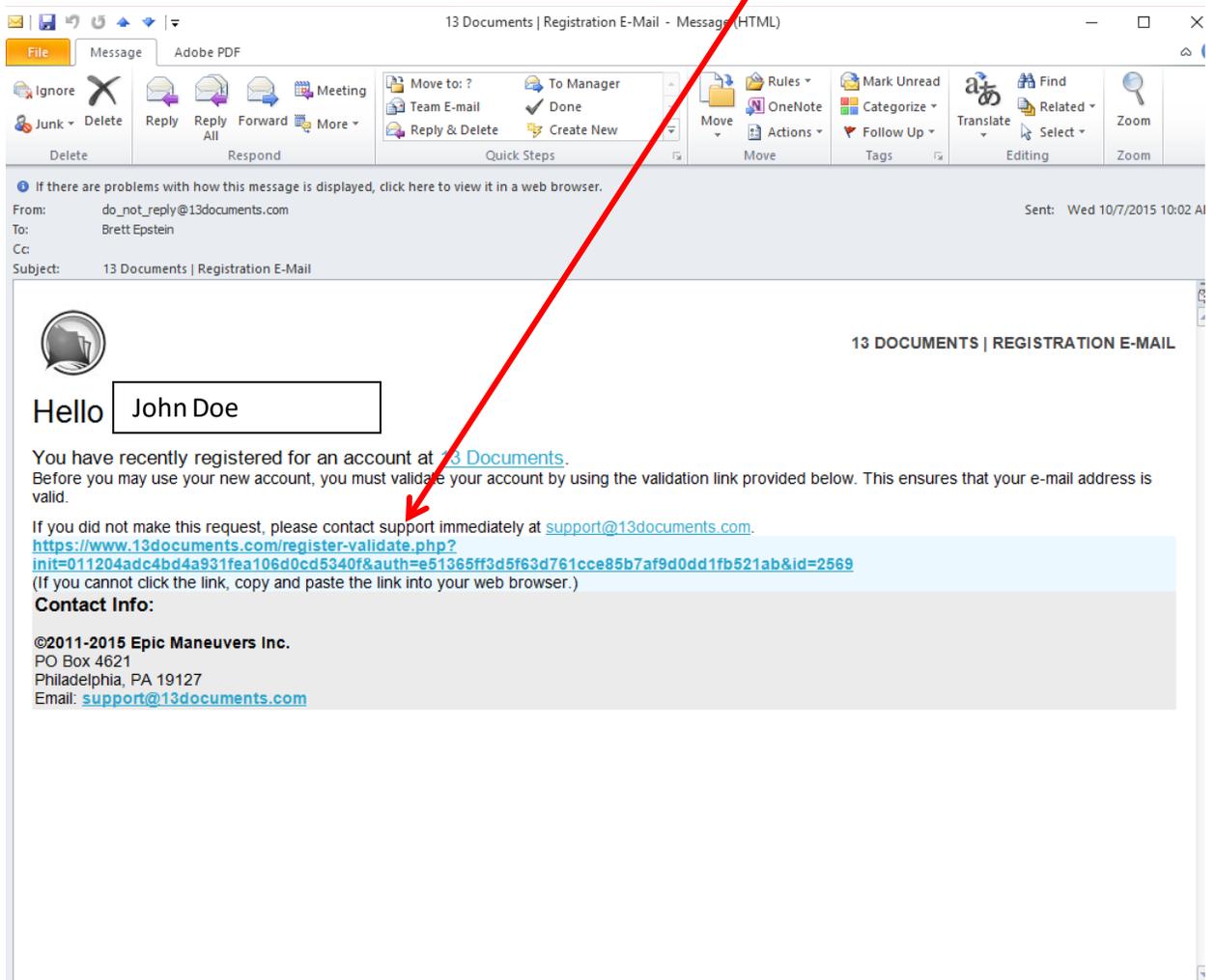
To file documents with subscribing Trustees, you must first register for an account. Registration is free, and quick.

Please fill out the following form to finalize your registration. *After you have completed this form, you will receive a confirmation e-mail. Your account registration will not be complete until you follow the directions in the confirmation e-mail.*

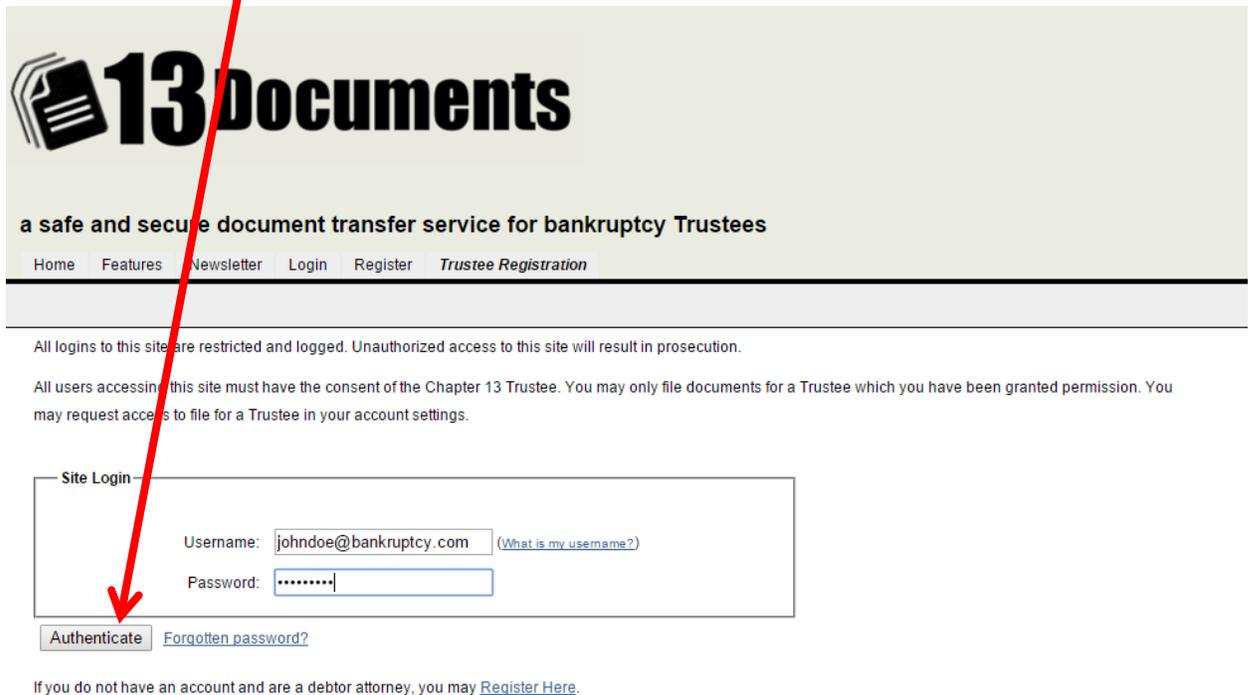
Site Registration - Contact Information

E-Mail Address:	<input type="text" value="JohnDoe@bankruptcy.com"/>	(abc@domain.com)
Confirm E-Mail Address:	<input type="text" value="JohnDoe@bankruptcy.com"/>	
Phone Number:	<input type="text" value="305-000-0000"/>	(ex. XXX-XXX-XXXX)
Facsimile Number:	<input type="text" value="305-000-0000"/>	(ex. XXX-XXX-XXXX)

5. A Registration email from [do\\_not\\_reply@13documents.com](mailto:do_not_reply@13documents.com) will be sent to the coinciding email confirming the registration which must be validated via the attached link



6. Once validated an email will be sent to CH13Miami Systems Administrator, Brett Epstein to approve
7. go to [WWW.13DOCUMENTS.COM](http://WWW.13DOCUMENTS.COM) choose Login, enter username (email address), password and Select **Authenticate**



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a safe and secure document transfer service for bankruptcy Trustees

Home Features Newsletter Login Register *Trustee Registration*

All logins to this site are restricted and logged. Unauthorized access to this site will result in prosecution.

All users accessing this site must have the consent of the Chapter 13 Trustee. You may only file documents for a Trustee which you have been granted permission. You may request access to file for a Trustee in your account settings.

Site Login

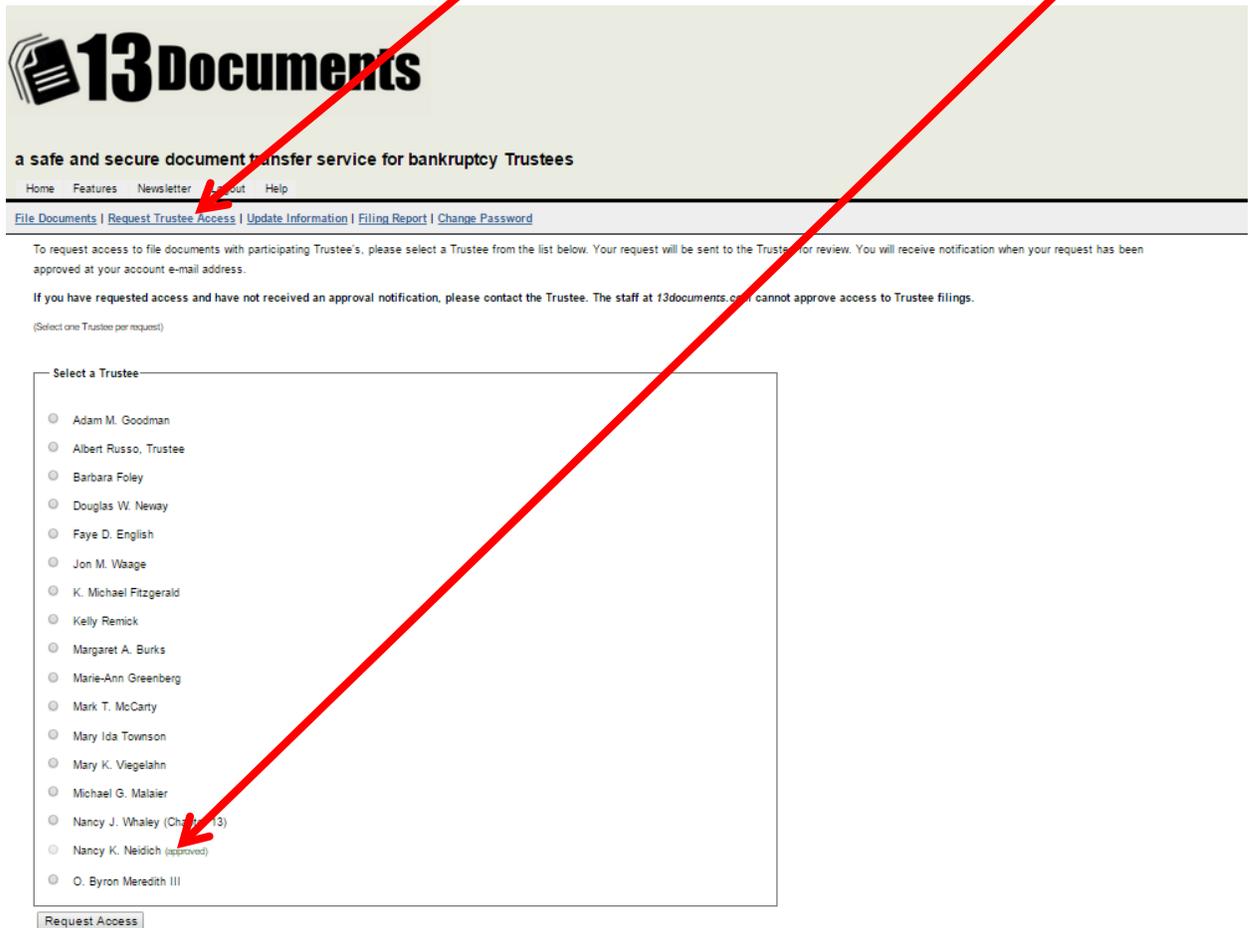
Username:  ([What is my username?](#))

Password:

[Forgotten password?](#)

If you do not have an account and are a debtor attorney, you may [Register Here](#).

8. From the main screen select **Request Trustee Access**, scroll down and select **Nancy K. Neidich**



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Home Features Newsletter **Request Trustee Access** Logout Help

[File Documents](#) | [Request Trustee Access](#) | [Update Information](#) | [Filing Report](#) | [Change Password](#)

To request access to file documents with participating Trustee's, please select a Trustee from the list below. Your request will be sent to the Trustee for review. You will receive notification when your request has been approved at your account e-mail address.

If you have requested access and have not received an approval notification, please contact the Trustee. The staff at 13documents.com cannot approve access to Trustee filings.

(Select one Trustee per request)

Select a Trustee

- Adam M. Goodman
- Albert Russo, Trustee
- Barbara Foley
- Douglas W. Neway
- Faye D. English
- Jon M. Waage
- K. Michael Fitzgerald
- Kelly Remick
- Margaret A. Burks
- Marie-Ann Greenberg
- Mark T. McCarty
- Mary Ida Townson
- Mary K. Viegelaahn
- Michael G. Malaier
- Nancy J. Whaley (Chicago 13)
- Nancy K. Neidich (approved)
- O. Byron Meredith III

9. An email confirmation will be sent confirming access has been granted

The screenshot shows an email client window with a ribbon menu at the top. The ribbon includes tabs for 'File', 'Message', and 'Adobe PDF'. The 'Message' tab is active, showing various actions like 'Ignore', 'Delete', 'Reply', 'Reply All', 'Forward', 'More', 'Meeting', 'Move to?', 'To Manager', 'Team E-mail', 'Done', 'Reply & Delete', and 'Create New'. There are also sections for 'Quick Steps', 'Move', 'Actions', 'Tags', 'Follow Up', 'Mark Unread', 'Categorize', 'Follow Up', 'Translate', 'Find', 'Related', 'Select', and 'Zoom'.

The email header shows the following information:

- From: do\_not\_reply@13documents.com
- To: Brett Epstein
- Cc:
- Subject: 13 Documents | Attorney access Request
- Sent: Wed 10/7/2015 10:13 AM

The main body of the email contains the following text:

 **13 DOCUMENTS | ACCESS APPROVED**

Hi, John Doe

Your recent request on 13documents.com for access to file documents with Trustee Nancy K. Neidich has been approved.

You may now login and file documents with this Trustee. To request access to file documents with other Trustees, use the Request Trustee Access section on [13documents.com](http://13documents.com).

Access 13 Documents now and start filing with your Trustee. [Login Now »](#)

**Contact Info:**

©2011-2015 Epic Maneuvers Inc.  
PO Box 4621  
Philadelphia, PA 19127  
Email: [support@13documents.com](mailto:support@13documents.com)

10. [WWW.13DOCUMENTS.COM](http://WWW.13DOCUMENTS.COM) , select login
11. Go to **File Documents** – two options appear, when either option is selected a drop down box will appear in which the Trustee name must be selected
  - a. If **Proceed to Document Filing** is selected the option to upload individual documents per case will be available –file name should reference case number and document description
  - b. If Batch Upload is selected click the +Select files below the trustee name, it will open an explorer window in which you could navigate to the files for upload - Hold the shift or CTRL key to select multiple files {maximum 10 with 10MB per file, only PDFs} –{batch upload could include multiple cases}



**13Documents**

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[File Documents](#) | [Request Trustee Access](#) | [Update Information](#) | [Filing Report](#) | [Change Password](#)

To file documents on 13documents.com you must have approval from the Trustee which you will be filing documents with. If you have not already requested upload permission from your Trustee(s), you may do so now here: [Request Trustee Upload Permission](#).

If you have already received approval to file documents with your Trustee(s), you may proceed to the filing page. If you have requested approval and have not received a notice from the Trustee that you have been approved, contact the Trustee directly.