

**HOW TO UPLOAD INDIVIDUAL DOCUMENTS TO A CASE ASSIGNED TO NANCY
K. NEIDICH, CHAPTER 13 TRUSTEE THROUGH 13Documents.COM**

1. On the home page of 13Documents.com, click the tab "login".
2. Enter your username and password. Your username is the email address provided during registration.
3. Click on the "Proceed to Document Filing".
4. On the Trustee Selection page: Select Nancy K. Neidich from the drop down menu and click "Next Step: You may choose to check the "Make Default" box to avoid this step on subsequent documents uploads.
5. On the Case Selection page: Enter the case number without the hyphen or judge initials. (eg 00-12345-AJC would be entered as 0012345). Click on "Next Step".
 - a. IF the case number is incorrectly entered, is not assigned to Nancy K. Neidich or was filed less than 48 hours prior to the attempted upload, a "Case Number is invalid, please try again" message will appear.
 - b. If you are uploading multiple documents, check the remember box
6. On the Document Selection page: Select the appropriate document type from the drop down list. Do not upload documents as miscellaneous if there is a specific description available.
7. Click on browse to find and attach the PDF. Verify that the correct PDF is uploaded. See Helpful tips as to PDF size and other document requirements.
8. Click on "Upload File".
9. The final review screen will allow you to review the information and to give a brief description. (e.g., if uploading tax return place the date in the description, if uploading bank statements, give the last four digits of the account number and the beginning and end date.) This will help you find documents in your log.
10. Click on "Complete Upload".
11. You will receive a filing receipt if the document is properly uploaded. Log the serial number in case the document needs to be traced.
12. Click on "Proceed to Document Filing" to upload additional documents.