

HOW TO MULTIPLE 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 "Batch Upload".
4. On the Trustee Selection page: Select Nancy K. Neidich from the drop down menu and click "Next Step"
5. Select the PDFs to be uploaded using the hold shift or control method. Please read the notice box. If the PDF is named with the case number (eg "1512345_bankstatement.pdf", the case number will be automatically selected.. You may select up to 10 files, each file may be 10 MG.
6. The next screen will have the PDF followed by case number, document type and comment boxes.
7. If the case number was not automatically populated, chose the case number.
8. Select the document type from the drop down menu. . Do not upload documents as miscellaneous if there is a specific description available.
9. Add comment 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 "Send Files"
11. Click "Confirm"
12. You will receive a filing receipt if the document is properly uploaded. Log the serial number in case the document needs to be traced.