



# **13 Network**

## *User Manual*



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## 1.0 Introduction

Welcome to the 13Network. The 13Network is an Internet solution that allows outside parties to access information about the cases maintained on your system through the World Wide Web. This type of system provides an alternative to the Creditor Dial-In systems that many offices have maintained in the past. However, this type of solution provides many benefits over the current dial-in systems. Much of the work that is required to maintain the dial-in system has been eliminated and the number of people accessing the system is no longer limited to the number of modems connected to the machine. Also, other types of information can be disseminated to the creditor/attorney community by the pure nature of the web interface of the 13Network.

A 13Network.com membership gives trustee a personal homepage and the ability to view:

- Case
- Attorney
- Dates
- Plan Payments
- Summary
- Claims
- Receipts
- Payments
- Ledger
- Breakdown
- Calendar/Docket
- Status Report
- Claims Register

The following pages will be your user guide for 13Network.com.

**13Network Participating Trustees**

13Network Participating Trustees		Sort by Trustee Name	
Alabama	Philip A. Geddes (Decatur)	Illinois	Tom Vaughn (Chicago)
	John C. McAleer III (Mobile)		Glenn B. Stearns (Lisle)
	Curtis C. Reding (Montgomery)	Indiana	Donald M. Aikman (Ft. Wayne)
Arkansas	Joyce Bradley Babin (Little Rock)		Robert A. Brothers (Indianapolis)
	David D. Coop (Little Rock)	Kansas	William Griffin (Kansas City)
	Jo-Ann L. Goldman (Little Rock)		Jan Hamilton (Topeka)
Arizona	Russell Brown (Phoenix)	Kentucky	Beverly M. Burden (Lexington)
	Dianne C. Kerns (Tucson)		William W. Lawrence (Louisville)
California	Kathy A. Dockery (Los Angeles)	Louisiana	Willie Banks, Jr. (Alexandria)
	Elizabeth F. Rojas (Northern Division)		Keith Rodriguez (Lafayette)
	Martha G. Bronitsky (Oakland)		E. Eugene Hastings (Monroe)
	Rod Danielson (Riverside)		SJ Beaulieu, JR. (New Orleans)
	Jan P. Johnson (Sacramento)		Paul H. Davidson (Shreveport)
	Larry Loheit (Sacramento)	Maryland	Ellen Cosby (Baltimore)
	Thomas H. Billingslea (San Diego)		Joel Goldberger (Baltimore)
	David L. Skelton (San Diego)		Nancy Spencer Griasby (Bowie)
	Devin Derham-Burk (San Jose)		Timothy P. Branigan (Laurel)
	Amrane Cohen (Santa Ana)	Michigan	Carl Bekofske (Flint)
	Michael H. Meyer (Santa Rosa)		Mary Vieqelahn Hamlin (Kalamazoo)
Florida	Robin Weiner (Fort Lauderdale)	Missouri	Richard V. Fink (Kansas City)
			Robert Wilson (Lubbock)

## 1.1 Accessing 13Network

The address for accessing the 13Network is <http://www.13network.com>.

The 13 Network is best viewed at 800 X 600 with version 4 or higher of Microsoft Internet Explorer.

**Welcome to the 13Network**  
Your Chapter 13 Information Management System®

The 13Network gives its users access to more than **2.5 million** Chapter 13 Bankruptcy cases. **2,335,523** users have accessed Trustee data since October 2000.

The 13Network is a service hosted by [Bankruptcy Software Specialists, LLC](#). BSS is the nation's leading provider of Bankruptcy Software and Services to Chapter 13 Trustees. Click [here](#) to learn about other services provided by BSS.

**Trustees** - BSS can host your data on the 13Network even if BSS is not your Chapter 13 software provider! It's easy! [Click here to learn how!](#)

Chapter 13 Case Information contained on this website is not intended for public display. You **must** obtain authorization from the Trustee before accessing the Trustee data. Please contact the Trustee's office for more information.

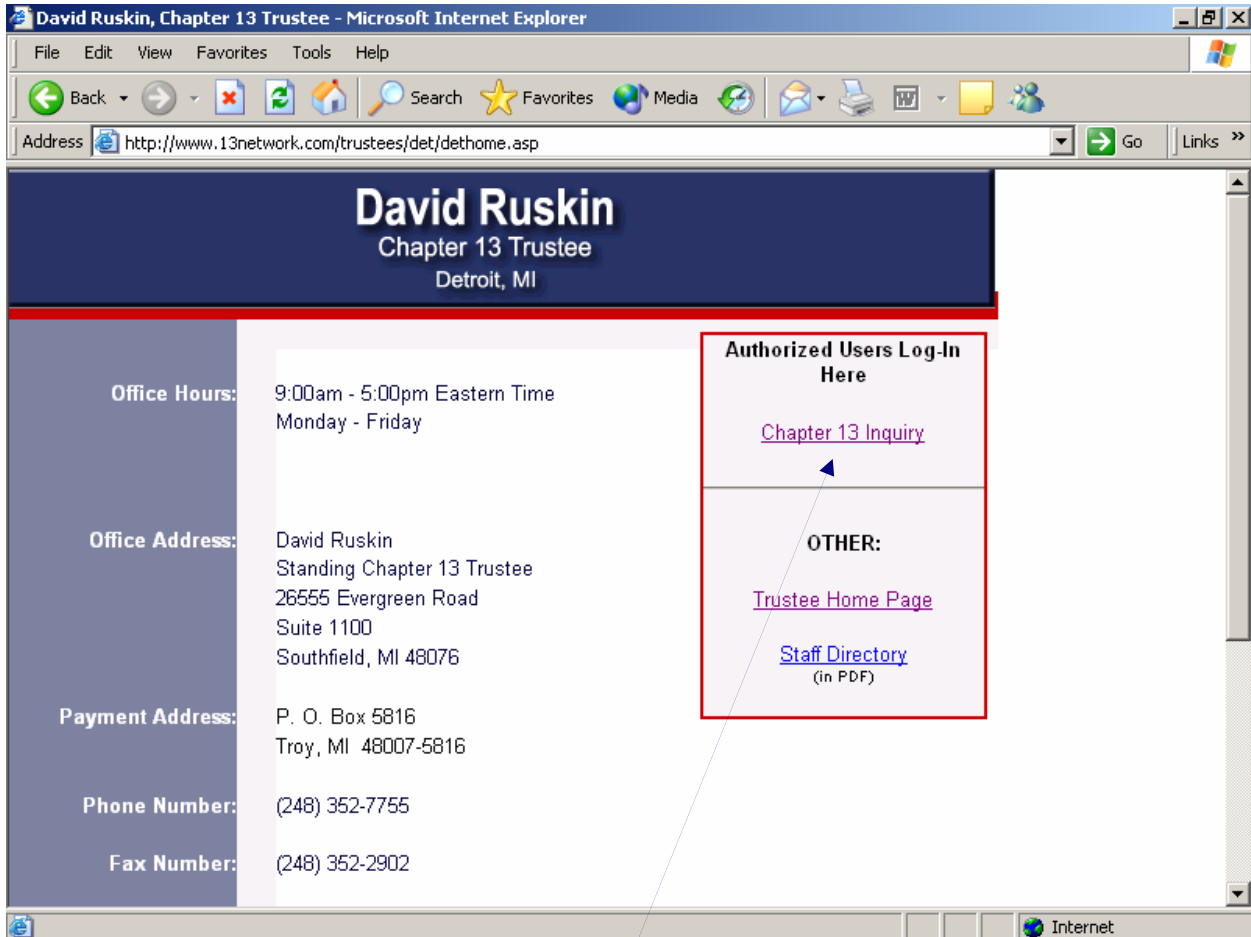
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	Devin Derham-Burk (San Jose)		Timothy P. Branigan (Laurel)
	Amrane Cohen (Santa Ana)	Michigan	Carl Bekofski (Flint)
	Michael H. Meyer (Santa Rosa)		Mary Vieqelahn Hamlin (Kalamazoo)
Florida	Robin Weiner (Fort Lauderdale)	Missouri	Richard V. Fink (Kansas City)
	Mamie L. Davis (Jacksonville)	North Carolina	Warren L. Tadlock (Charlotte)
	Nancy Herkert (Miami)		Richard M. Hutson, II (Durham)
	Laurie K. Weatherford (Orlando)		Anita Jo Troxler (Greensboro)
	Leigh D. Hart (Tallahassee)		John Logan (Raleigh)
Georgia	Adam M. Goodman (Atlanta)		Steven G. Tate (Statesville)
	Nancy J. Whaley (Atlanta)		Kathryn L. Bringle (Winston-Salem)
	James H. Bone (Atlanta)	New Jersey	John J. Scura, II (Fairfield)
	Mary Ida Townson (Atlanta)	New Mexico	Kelley L. Skehen (Albuquerque)
	Barnee C. Baxter (Augusta)	Nevada	Kathleen A. McDonald (Las Vegas)
		Oregon	Fred Long (Eugene)
		Pennsylvania	Ronda Winnecour (Pittsburgh)
		Puerto Rico	Alejandro Oliveras Rivera (San Juan)
			José R. Carrión (San Juan)
		South Carolina	Jov S. Goodwin (Columbia)
			W. K. Stephenson (Columbia)
			Helen E. Burris (Greenville)
			James M. Wyman (Mt. Pleasant)
		Tennessee	Timothy H. Ivy (Jackson)
			George Stevenson and George Emerson (Memphis)
			Henry Hildebrand (Nashville)
		Texas	Ray Hendren (Austin)
			Deborah B. Lanqhennig (Austin)
			Cindy Boudloche (Corpus Christi)
			Thomas Powers (Dallas)
			Phyllis Bracher (El Paso)
			Tim Truman (Fort Worth)
			William Heitkamp (Houston)
			David Peake (Houston)
			Robert Wilson (Lubbock)
			Janna Countryman (Plano)
			Marion A. Olson (San Antonio)
		Utah	Kevin R. Anderson (Salt Lake City)
			J. Vincent Cameron (Salt Lake City)
		Virginia	Frank J. Santoro (Chesapeake)
			George W. Neal (Portsmouth)
		Washington	K. Mike Fitzgerald (Seattle)
			Daniel Brunner (Spokane)
			David Howe (Tacoma)

13Network Home Page

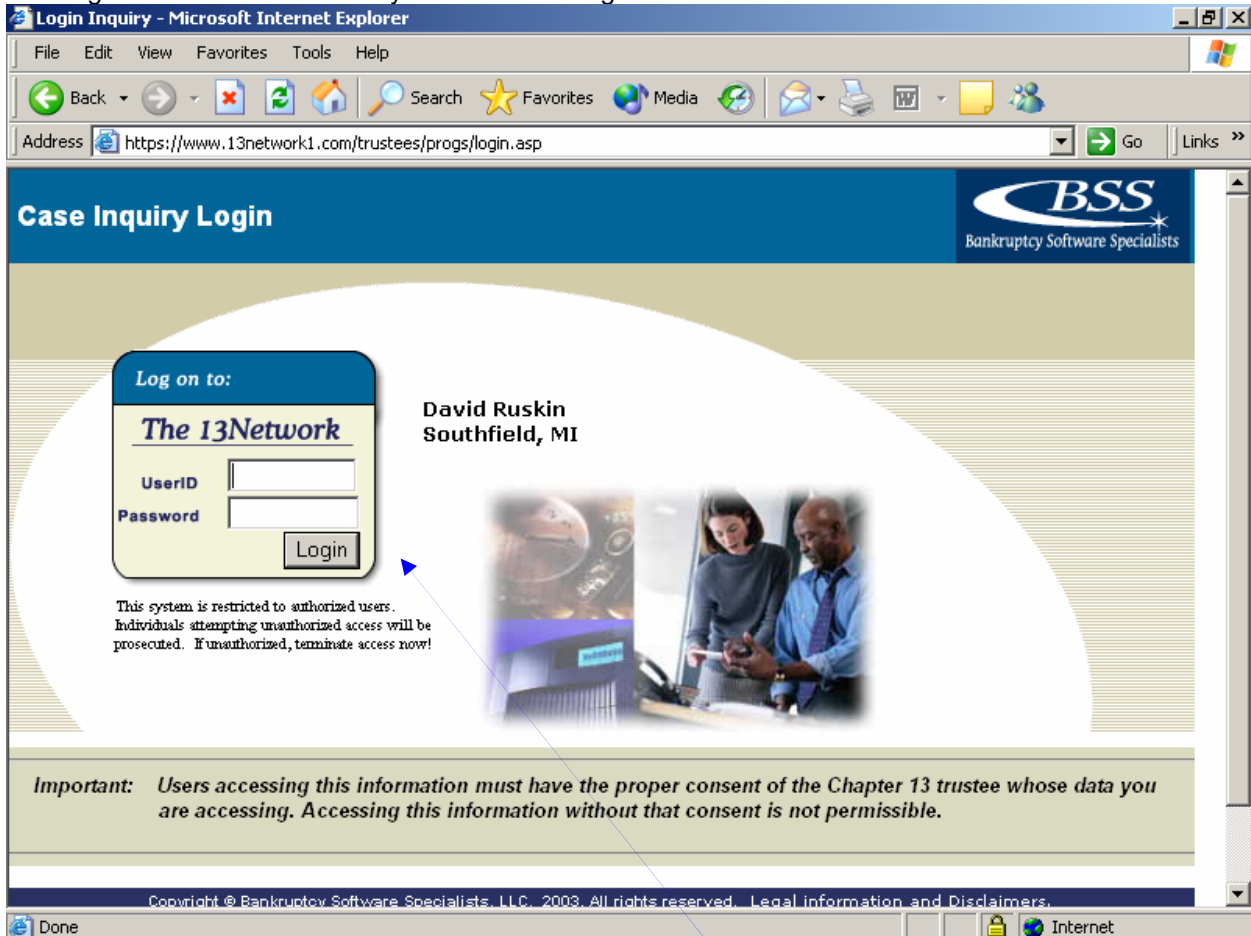
Click link for your home page.

Once the user has found the link to the desired home page they can click on in to see the individual Chapter 13 Trustee home page. From there the user must click the Chapter 13 Inquiry link to get to the log-in page.



Click here to  
Connect to the  
Log-In Screen

Once at the log-in screen the user enters the userID and password provided by the trustee. After entering the information then they must click the login button in order to view case information.

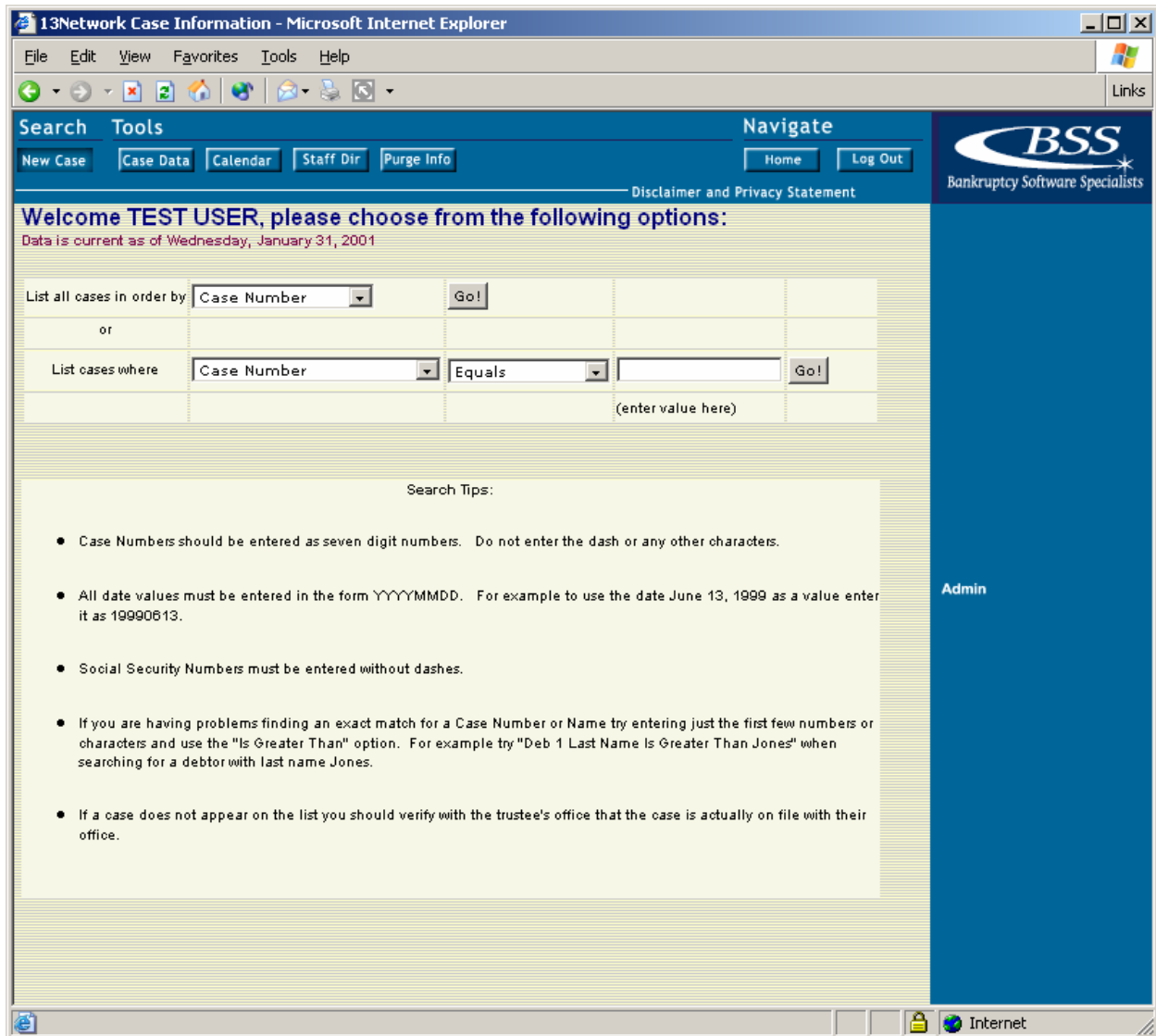


Enter User ID  
and Password  
Then Click the  
Login Button



## 2.0 User Views

The following screens are what the user will see when they log into your database.



This screen is where they will choose how they want to access information. If the user already knows the case number they can simply type it in where it says Case Number – Equals - <BLANK>. If they want to display a list of cases that meet a certain criteria they can choose different options here, also.

When the user clicks on the “GO!” button they are then presented with a list of the cases that meet their criteria. The user can click on the Case Number and go directly to that case. They will then see the following screen.

## 2.1 Case Information Screen

The case information screen allows the user to view pertinent information about a specific case. This screen provides the following information:

- Case Summary
- Debtor Information
- Attorney, Trustee, and Clerk Summaries
- Case Dates and Times
- Special Case Codes and Comments
- Links to Debtor Employer Information

**Case: 03-41XXX Test Debtor One Test Debtor Two**

User: RICH COLLINS  
Trustee: David Ruskin - Southfield, MI  
Case confirmed on Thu May 01, 2003  
Data is current as of Tuesday, August 10, 2004

**Case Summary**

Balance on Hand	\$27.45
Last Receipt Date	08/04/2004 \$138
Last Receipt Amt	\$23.10
Last Disburse Date	08/05/2004
341 Meeting Date	03/03/2003
Date Petition Filed	01/15/2003
Total Paid into Plan	\$3,466.00
Total Disbursed to Creds	\$1,713.15
Attorney	BOREN & CAREY PC
Judge	MARCI B MCIVOR
Plan Term	32
Percent to Unsecured	11.00%
Bar Check Status	Y

**Receipts over last 24 months**

Nov '02 Feb '03 May '03 Aug '03 Nov '03 Feb '04 May '04 Aug '04

**Debtor 1** First Name: ELIEN A  
**Debtor 2** First Name: NICOLE

## 2.2 Claim Information Page

The information that is provided on this page is the summary of the claims. The user can acquire specific information for each claim involved in the case. The user can also acquire more information about specific claims on this page. Claim numbers link the user to a claim detail page. Creditor links allow the user to view creditor address information. Finally, the view disbursement check mark links allow the user to view the payment history on a specific claim. The user is able to view:

- Claim Summary
- Graphical Representation of the Claim Types for the Case
- Claim Listing

➤ Claim Payout Information

**13Network Case Information - Microsoft Internet Explorer**

Address: [https://www.13network1.com/trustees/progs/case\\_frame.asp](https://www.13network1.com/trustees/progs/case_frame.asp)

**Search Tools** | **Navigate** (Home, Log Out) | **BSS** Bankruptcy Software Specialists

**Claims Summary** | Claim Listing | Payout Info

Number of Claims	20
Total Amount Claimed	\$43,334.70
Total Amount Scheduled	\$44,320.00
Total Principal Paid	\$1,713.15
Total Principal Owed	\$3,053.67
Total Principal Due	\$830.33
Total Interest Paid	\$0.00
Total Interest Due	\$0.00
Bar Date	Mon Jun 2, 2003
Governmental Bar Date	Mon Jul 14, 2003

**Claim Listing:** To view more detailed claim information click on the highlighted claim number. To view the creditor address information click on the creditor name. To view the payment history for a claim click on the check mark.

Claim Number	Creditor	View Disb	Claim Type	Claim Amount	Sched Amount	Prin Owed	Prin Paid	Mo Pymt	Int Rate	Int Paid
0001	<a href="#">MSHDA</a>	✓	CURR MTG	\$0.00	\$0.00	\$0.00	\$0.00	\$764.00	0	\$0.00
0002	<a href="#">36TH DISTRICT COURT</a>	✓	NOTICE ONLY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00
0003	<a href="#">SCHEDULED UNSECURED CREDITOR</a>	✓	UNSECURED	\$0.00	\$295.00	\$0.00	\$0.00	\$0.00	0	\$0.00
0004	<a href="#">SCHEDULED UNSECURED CREDITOR</a>	✓	UNSECURED	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	0	\$0.00
0005	<a href="#">RESURGENT CAPITAL SERVICES</a>	✓	UNSECURED	\$2,282.94	\$2,500.00	\$77.20	\$173.92	\$0.00	0	\$0.00
0006	<a href="#">SCHEDULED UNSECURED CREDITOR</a>	✓	UNSECURED	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	0	\$0.00
0007	<a href="#">SCHEDULED UNSECURED</a>	✓	UNSECURED	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	0	\$0.00

Done | Internet

### 2.3 Financials Page

This section shows the case ledger (payments and receipts). Both the payments and receipts can have different views depending on which button is selected. Receipts only, show all, payments by date, and payments by claim are the different views the user can select. Within that table there can be links to claims and creditors.

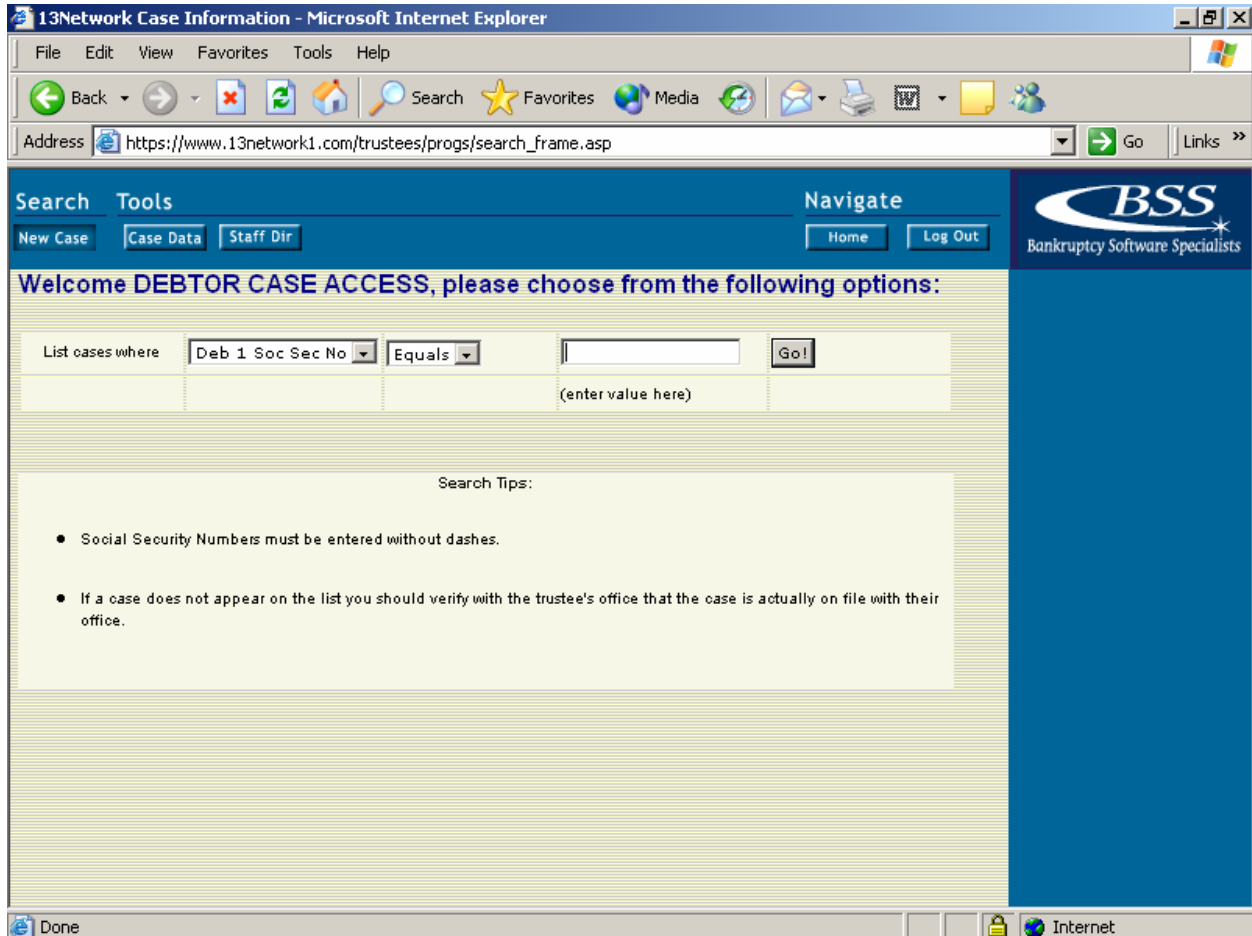
The screenshot shows a web browser window displaying the '13Network Case Information' application. The main content area features a table with the following data:

Date	Trustee Claim No	Creditor	Source/Chk	Description	Receipt Amt	Payment Amt	Balance
Balance Forward (Calculated - May not be Correct)							\$0.00
01-29-2003		NO CREDITOR	JMCOCCORP4798	EMPLOYER PAYROLL DED	\$23.10		\$23.10
02-05-2003		NO CREDITOR	JMCOCCORP4806	EMPLOYER PAYROLL DED	\$23.10		\$46.20
02-12-2003		NO CREDITOR	JMCOCCORP4827	EMPLOYER PAYROLL DED	\$23.10		\$69.30
02-20-2003		NO CREDITOR	JMCOCCORP4835	EMPLOYER PAYROLL DED	\$23.10		\$92.40
02-26-2003		NO CREDITOR	JMCO4842	EMPLOYER PAYROLL DED	\$23.10		\$115.50
03-05-2003		NO CREDITOR	JMCOCCORP4867	EMPLOYER PAYROLL DED	\$23.10		\$138.60
03-12-2003		NO CREDITOR	JMCO4879	EMPLOYER PAYROLL DED	\$23.10		\$161.70
03-19-2003		NO CREDITOR	JMCO4894	EMPLOYER PAYROLL DED	\$23.10		\$184.80
03-26-2003		NO CREDITOR	JMCO4909	EMPLOYER PAYROLL DED	\$23.10		\$207.90
04-04-2003		NO CREDITOR	JMCO4915	EMPLOYER PAYROLL DED	\$23.10		\$231.00
04-09-2003		NO CREDITOR	JMCO4930	EMPLOYER PAYROLL DED	\$23.10		\$254.10
				EMPLOYER			

The application interface includes a top navigation bar with 'Search' and 'Tools' sections, and a right-hand sidebar with a menu containing 'Case Information', 'Claim Information', 'Financials', 'Creditor Matrix', 'Print Inquiry', and 'Admin'. The BSS Bankruptcy Software Specialists logo is also visible in the top right corner of the application area.

### 3.0 Debtor Log In

Debtors may access their case information by entering a user ID of debtor and a password of debtor. The only option for case access is via a Social Security Number, as seen on this page.



All other information is accessed in the same manner as a regular user.