



## 13Documents.com – the new Chapter 13 Document Portal!

The Chapter 13 Trustees require documents throughout the life of a case that are not filed with the court. The Office of David Wm. Ruskin, Standing Chapter 13 Trustee, will now be using [13Documents.com](http://13Documents.com) for debtor attorneys to send these documents to our office.

### Enrolling with 13Documents

Visit [www.13Documents.com](http://www.13Documents.com) and click on Register button in the upper right corner. Enter your email address and click on the Register button.

Provide your e-mail address to begin account registration. After receiving the e-mail verification, click the link in the message to enter your account details.

E-Mail:

13Documents will send you an email with a link to complete your registration. During the registration process you will be able to select from a list of all participating Chapter 13 Trustees. Feel free to select other offices during this step!

Once you complete the registration a notification will be sent to our office. We will complete your enrollment and you will get an email alert from each Trustee as you are entered into the system for each office.

### Getting Started

The 13Documents Home page has three tabs across the top.



## The Home Tab

# Home

Welcome, Rich Collins to 13 Documents.

13 Documents **Version 2.11**

The Home tab contains a series of quick links to the most commonly used features of 13Documents. It also will list the Version Number of the software. Be sure to check the Bulletin tab if you see that the Version Number has changed.

## Getting Started Tab

Getting Started



This tab contains an online training guide for the 13Documents website.

## Bulletins Tab

We recommend that you check the Bulletins tab on each visit to the site to see if there are any new items posted.

## Case Check List

### Case Check List

Please enter your case number to begin. If your Trustee has provided a check list for this case, the list will be presented below. You may return at any time to check on the status of the items or to upload additional items.

 

No hyphens or Judge initials.  
(ex. 0123456)

If you recently filed a case you can check here to see if the case has been added to the 13Documents database. We upload a list of open cases every evening. If your case is not found then please wait to try and file documents. We ask that you wait at least a week from filing the Voluntary Petition before trying to upload documents.

## Document Upload

# Document Upload

## Step 1: Choose Your Trustee

▼

**Select your Trustee...**

Ruskin, David Wm.

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**REQUEST ADD. TRUSTEES**

Sending from IP: [REDACTED].210

On the Document Upload page first select the Trustee that is to receive the documents from your list of approved offices. There is a link to request additional trustees here.

## Uploading Files

### Step 2: Select or Drag & Drop Your File(s)

You may select or drag & drop one or as many as ten documents at one time. You may also perform multiple selections by clicking the "Browse..." button repeatedly. **However you select your file(s), you may have no more than ten files in queue at one time.**

**Maximum file upload size 25 MB as set by Trustee.**  
Accepted document types are: Adobe Portable Document Format (PDF)

 

Click on the Browse button to locate the files you wish to upload. You can upload up to TEN documents at a time. No file can be greater than 25MB in size. Files **MUST** be in PDF format and PII **MUST** be redacted. Files with unredacted PII, or files that are not PDF, may be rejected by 13Documents.

### Step 3: Identify Your File(s)

Click on the file name to expand the section and provide details for each file. Once all the details are provided for each file the individual panel will turn green.

QUEUE: 1

▼ sample 13 docs upload.pdf ⓘ

Please allow a week after filing a case before uploading documents.

CASE\_NOT\_FOUND. Document type must be selected.

You have 140 characters remaining.

Each document you select will be listed with a "QUEUE: #". For each queue number you enter the case number and then select the document type. You can also type a document description (ie: the tax year, Husband or Wife, etc).

### Step 3: Identify Your File(s)

Click on the file name to expand the section and provide details for each file. Once all the details are provided for each file the individual panel will turn green.

sample 13 docs upload.pdf

**JOHN TRAC & MARY TRAC**

Please allow a week after filing a case before uploading documents.

5510000

Select Document Type

- Select Document Type
- BUSINESS FINANCIAL DOCUMENTS [3554]
- EXPENSE DOCUMENTS [3558]
- INCOME VERIFICATION DOCS [3552]
- JUDGMENTS OF DIVORCE [3556]
- LOAN DOCUMENTS [3557]
- OTHER REQUESTED DOCUMENTS [3561]
- PROFIT SHARING, BONUSES [3559]
- PROPOSED PURCHASE AGREEMENTS, GFEs [3560]
- SEVs-APPRAISALS-BPOs [3555]
- TAX RETURNS [3553]

Document description

You have 140 characters remaining

Remove File

Send File(s)... Reset

Note that the Case Number is **ALWAYS** entered with **NO** dashes or Judge initials! Your case will not be found if you include that information!

If you discover that the wrong file was set to be uploaded you can use the “Remove” button. Once you are set, click the “Send File” button.

You will get a notification on the screen that the file has been uploaded.

## Documents Report

Besides the on screen notification and an email alert, you can also view a list of all the documents that you have uploaded to 13Documents.

Print current page	Column visibility	Search:	<input type="text"/>		
Case	Received	Download	Type	Trustee	Serial Number
5510000	2021-07-20 11:20:24	2021-07-20 11:25:49	Debtor Financial Statements	David Wm. Ruskin	DOC1300000000025751

From this screen you can see the date and time that you uploaded it as well as the date and time that the Trustee downloaded the file, as well as what document type you selected.

## Document Information

### Before the 341

Our office requires Income Verification Documents to be submitted no later than 14 days before the 341 Meeting of Creditors, and such documents may include the following:

- Two recent paystubs for each debtor showing YTD and current income.
- Proof of Other household income, i.e., from unemployment compensation, Social Security, support income.
- A copy of the most recent Federal tax returns for the two years preceding the filing of the Chapter 13 Petition. Please include all attachments, but do not include State/City tax returns.

### Document Types

- Paystubs & Other income: paystubs, SS, pension, child support, unemployment
- Tax returns
- Business documents: Tax returns, Profit & Loss Statements
- SEV/Appraisals/Broker Price Opinions [BPOs]
- Judgments of Divorce
- Loan documents: direct secured creditor pay-offs, 401k loans
- Expense documents
- Profit Sharing & Bonus documents
- Proposed Purchase agreements, Good Faith Estimates [GFEs], etc.
- Other (for documents which may not fit in the above categories)

## Tips and Tricks

- If you name your files with the case number and a quick one word document type name then 13Documents will AUTOMATICALLY populate the case number field for you! Example:
  - Use the following document names when saving:

- 5510000\_2020tax
- 5510000\_2019tax
- 5510000\_paystubH
- 5510000\_paystubW
- Drag and drop these files from your save location into the 13Documents “Browse” box.
- 13Documents will add all four documents to the queue with the case number 5510000 automatically selected. You just need to look at the last part of the file name to select the appropriate document type for each. Saves some time!

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