13Documents

GETTING STARTED GUIDE

THE OFFICE OF CHAPTER 13 TRUSTEE – KRISPEN S. CARROLL

Registration Part 1
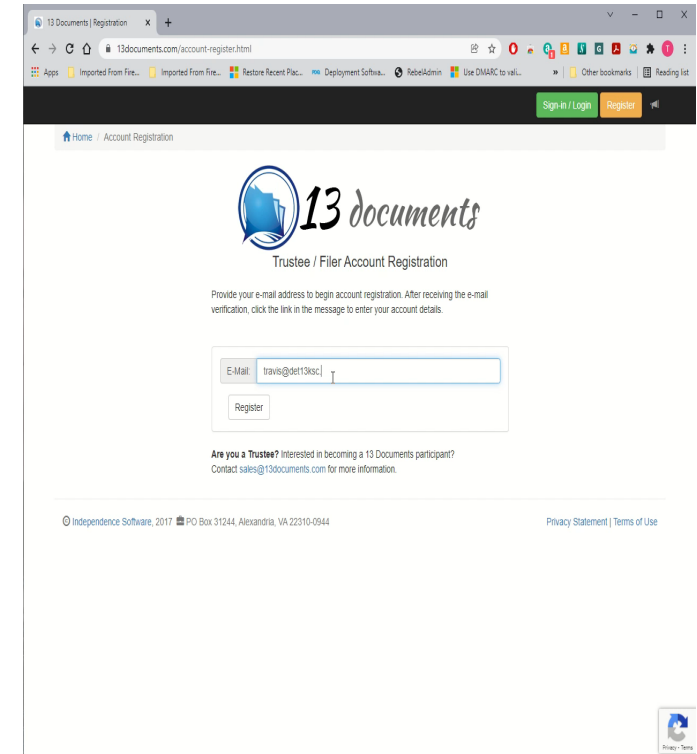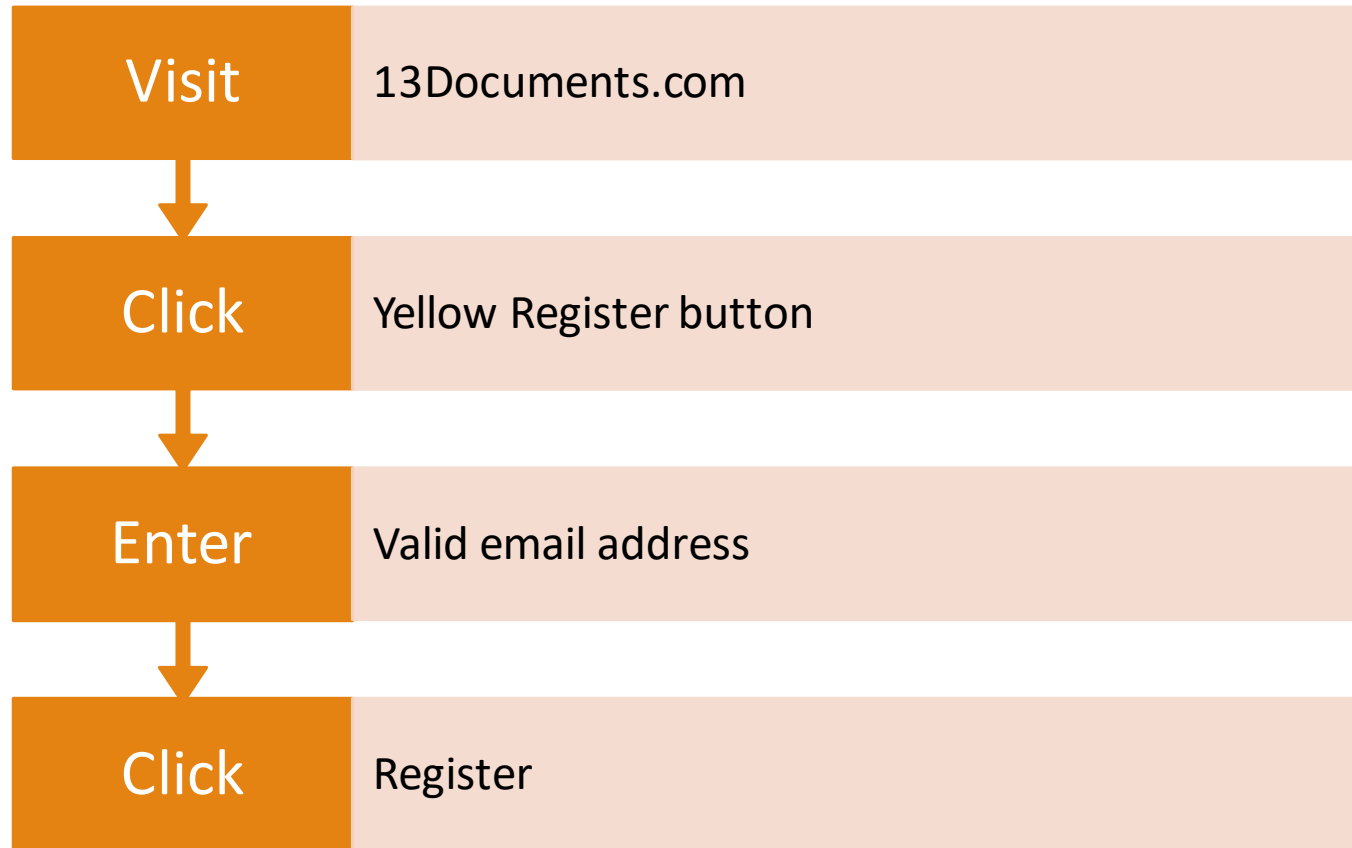
Visit	13Documents.com
Click	Yellow Register button
Enter	Valid email address
Click	Register

Registration Part 2

Check — For Registration Email

Click — Blue Confirm Email Address Button

Enter — Registration Details

Click — Update

Uploading Documents

Login	13Documents.com
Click	Document Upload
Choose	Trustee from dropdown menu
Select	Files to upload
Tip	Use Case Number at start of filename - 2112345_1 & 2112345_2
Enter	Case Number
Select	Document type
Enter	Document description - recommended
Click	I accept
Click	Send File(s)

Document Upload

Step 1: Choose Your Trustee

Carroll, Krispen   **Change Trustee**

To change Trustee click the "Remove default" button.

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.**

⬆ Browse...   341_Docket.pdf

Maximum file upload size 24.4 MB as set by Trustee.

Accepted document types are: Adobe Portable Document Format (PDF), Microsoft Word (2007 and later)

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

▼   341_Docket.pdf   ✔

MARY DEBTOR

Cases may take 3-5 business days to be sent from the Trustee.

3310000   Income Tax Returns [3580]

Document description (max. 140 characters)

You have 140 characters remaining.

Remove File

Please Read

It is the filer's responsibility to verify that all but the last four digits of debtor(s)'s social security numbers and the social security numbers and other personally identifiable information with regard to minor children have been permanently redacted. The attorney assumes complete responsibility for the redaction of such numbers and information on documents input into the system. The Trustee shall not be liable to anyone for the failure of the attorney to redact such numbers and information.

☑ **I accept**

Send File(s)...   Reset

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File uploaded successfully.
THIS IS NOT A CONFIRMATION/RECEIPT OF ACCEPTANCE!
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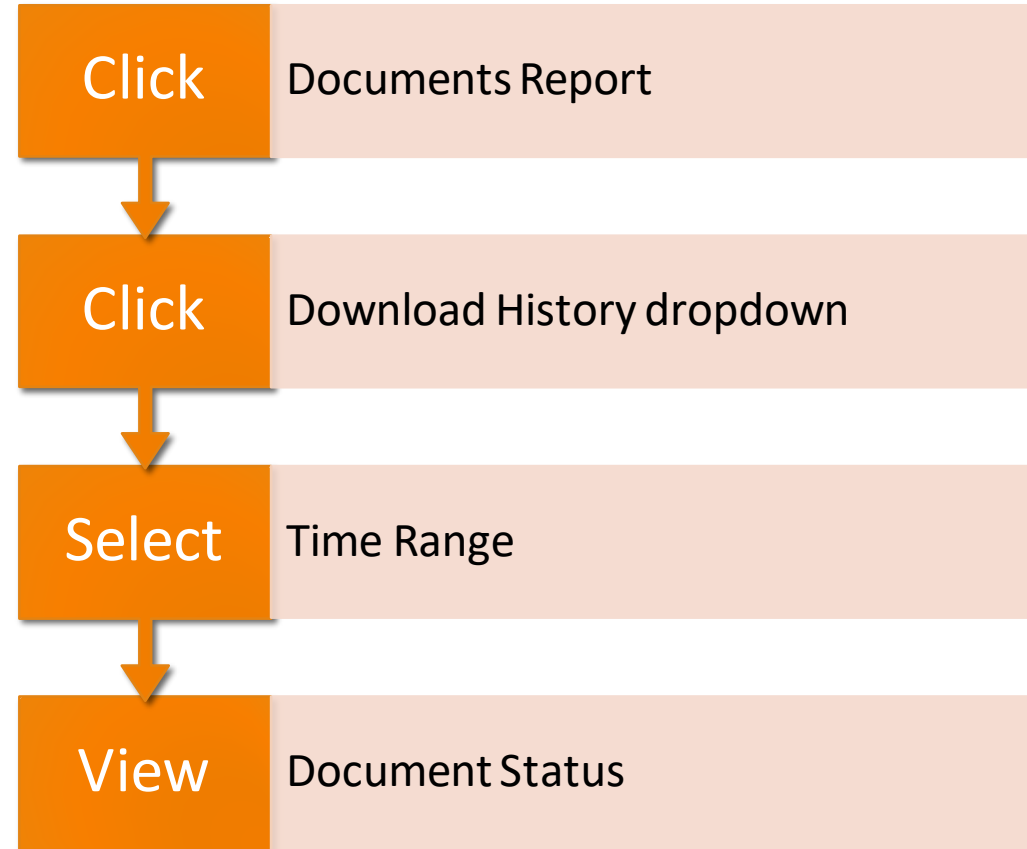**Upload Additional Files**

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Credits