

13 Documents

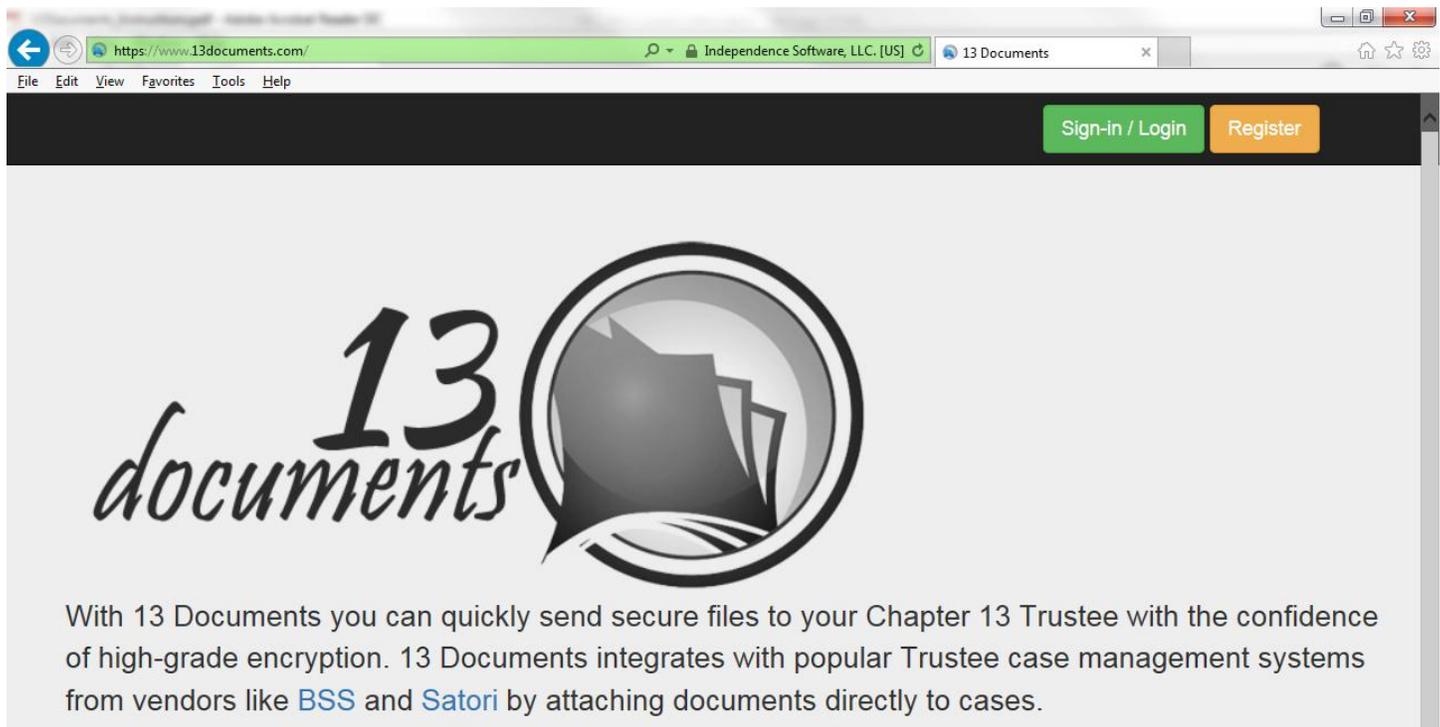
13documents.com is a Document Management Solution used to safely and securely accept documents from the debtor bar to the 13 Trustee. All documents are uploaded to 13Documents.com using the highest grade SSL ciphers and encrypted with 4096-bit public key technology. This means even people at 13Documents.com cannot read the documents that are uploaded.

To file a document with a Trustee on 13 Documents, you must first [create a filer account](#). On the 13Documents.com website .Shortly after registering, a validation e-mail will arrive in your Inbox. The activation link in the e-mail will complete your account setup and you will be ready to file documents with your Trustee(s).

The first step for an attorney is to get registered at <https://www.13documents.com>

Get registered by going to www.13documents.com

Click on the upper right "Register" button.



The screenshot shows a web browser window with the URL <https://www.13documents.com/>. The browser's address bar shows the site is secure (https) and the page title is "13 Documents". The website's navigation bar includes a "Sign-in / Login" button and a "Register" button. The main content area features the "13 documents" logo, where "13" is in a large, bold, serif font and "documents" is in a smaller, cursive font. To the right of the text is a circular icon containing a stack of papers. Below the logo, a paragraph of text reads: "With 13 Documents you can quickly send secure files to your Chapter 13 Trustee with the confidence of high-grade encryption. 13 Documents integrates with popular Trustee case management systems from vendors like [BSS](#) and [Satori](#) by attaching documents directly to cases."

Enter the email address you want to use for filing,

Click the "I'm not a robot" box and complete the CAPTCHA

Click the **Register!** Button.



Trustee / Filer Account Registration

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:

I'm not a robot  reCAPTCHA
Privacy - Terms



Trustee / Filer Account Registration

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.

Success!

Please check your e-mail for further instructions.

Check email for further instructions from 13 Documents Support, Subject "13 Documents | Registration"

Open the email and

Click the "Activate Now" button in the email.

13 Documents Registration

YOUR REGISTRATION IS NOT YET COMPLETE! You **MUST** click the "Activate Now" button to finish your account registration.

Your registration has been received! Before you may access your new account, you must activate. Activating your account will take only a few moments.

Your account is locked until you complete activation. Use the button below to activate your account. During activation you will create a password and register with one or more Trustee's.

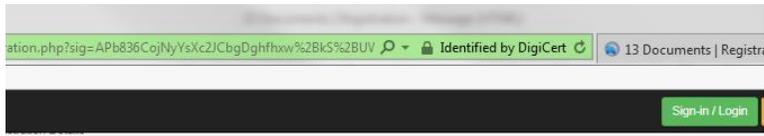
[Activate Now](#)

Contact Info:

Email: support@13documents.com

Address: P.O. Box 31244 Alexandria, VA 22310

[Terms](#) | [Privacy](#)



Registration Details

Your registration is almost complete. Use the form below to provide your account details to complete registration.

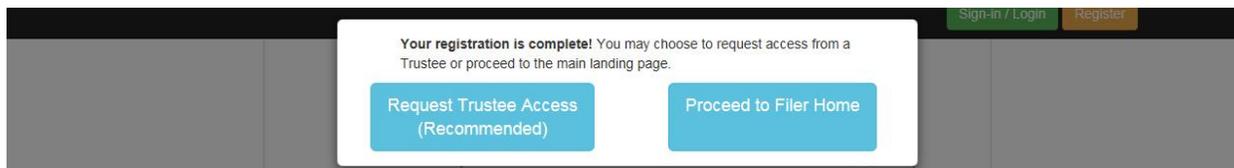
Username:	<input type="text" value="anyone@dayton13.com"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Company / Firm:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Alabama"/>
Zipcode:	<input type="text"/>
Telephone:	<input type="text"/>
Registration:	<input type="text" value="2017-09-25"/>
Timezone:	<input type="text" value="(GMT -5:00) Eastern Time"/>
Passwords: Must be at least 8 characters in length; Must contain at least one (1) number; Must contain at least one (1) Uppercase letter.	
Password	<input type="text"/>
Repeat	<input type="text"/>
<input type="checkbox"/> I'm not a robot 	
<input type="button" value="Update"/>	

Complete the Registration Information: First, Last Name, (Company/Firm), Address, City, State, Zipcode, Telephone, Timezone

Create a password (At least 8 characters, at least one number and one uppercase letter)

click the "I'm not a Robot" box and complete the CAPTCHA again.

Click Update



You will want to click the box "Request Trustee Access" and select Jeffrey M Kellner as the Trustee for the Trustee you want to send documents to. You can select other Trustee's if you have cases with them.

That will send the Chapter 13 Office an email notifying us of a "Filer Upload Request". All we have to do is click a button in our email and Approve or Deny the request.

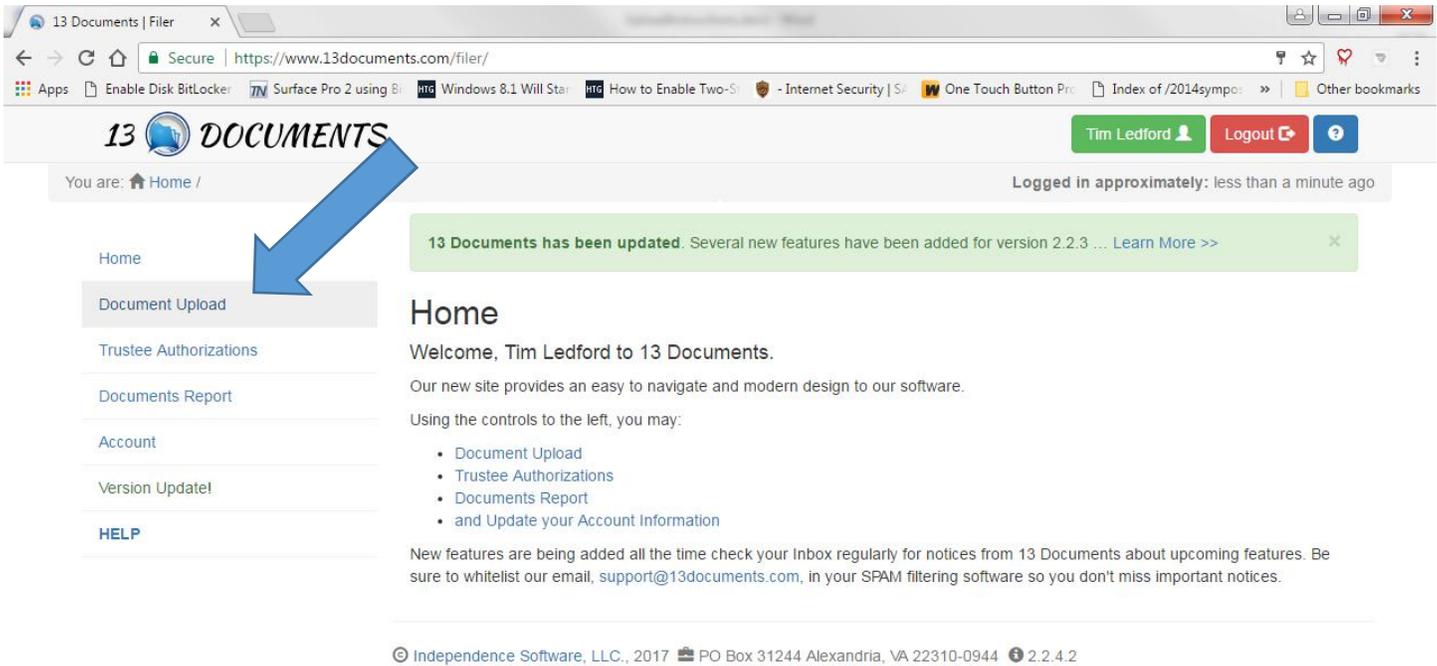
Once you are Approved by the Kellner office you will receive an Approval email notifying you that you have been approved to upload documents to the Trustee. You may click the **Login Now** button or log into the 13 Documents website by browsing to <https://www.13Documents.com> and clicking the Sign-in / Login button at the upper right of the screen.

BEFORE LOGGING IN TO UPLOAD YOUR DOCUMENTS, You **MUST REDACT ALL PII** (Personal Identification Information) Social Security numbers including children's SSNs. Also REDACT Account numbers. You can use a Black marker, or tape over the info with non clear tape, cut out the PII, whatever works, then you should scan the documents as PDFs.

You can Name the scanned file using the Case Number PREFACED with the Underscore _ (ex: _1730123 or _17-30123) and optionally the Document form type it pertains to right after the case number separated by the Underscore character _ (2482 = Tax Returns, 2485 = 341 Documents) (EX: Case_1730123_2482_DebtorName.pdf) By naming the file in that manner it will automatically populate other fields that will need filled in after uploading and before sending.

Now that you have signed in to <https://www.13documents.com> using your ID and Password,

Click on "Document Upload" in the left column



13 DOCUMENTS

You are: Home /

Home

Document Upload

Trustee Authorizations

Documents Report

Account

Version Update!

HELP

13 Documents has been updated. Several new features have been added for version 2.2.3 ... Learn More >>

Home

Welcome, Tim Ledford to 13 Documents.

Our new site provides an easy to navigate and modern design to our software.

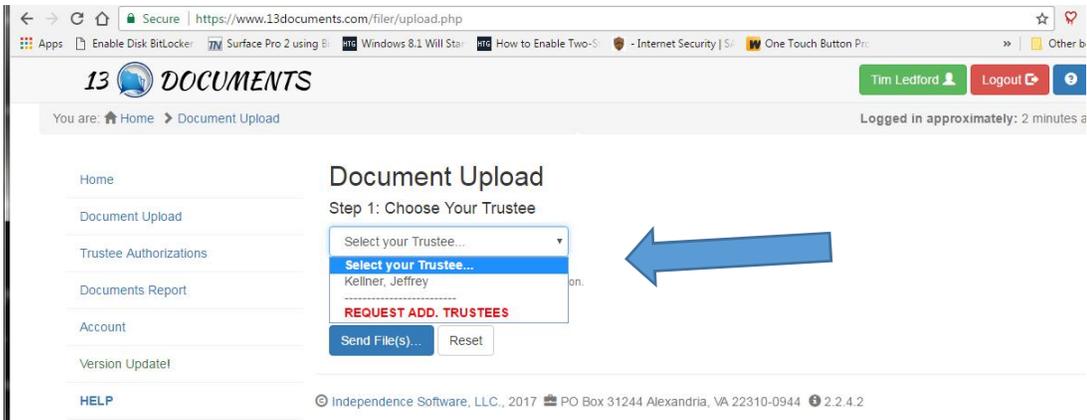
Using the controls to the left, you may:

- Document Upload
- Trustee Authorizations
- Documents Report
- and Update your Account Information

New features are being added all the time check your Inbox regularly for notices from 13 Documents about upcoming features. Be sure to whitelist our email, support@13documents.com, in your SPAM filtering software so you don't miss important notices.

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Choose your Trustee in the dropdown box



13 DOCUMENTS

You are: Home > Document Upload

Document Upload

Step 1: Choose Your Trustee

Select your Trustee...

Select your Trustee...

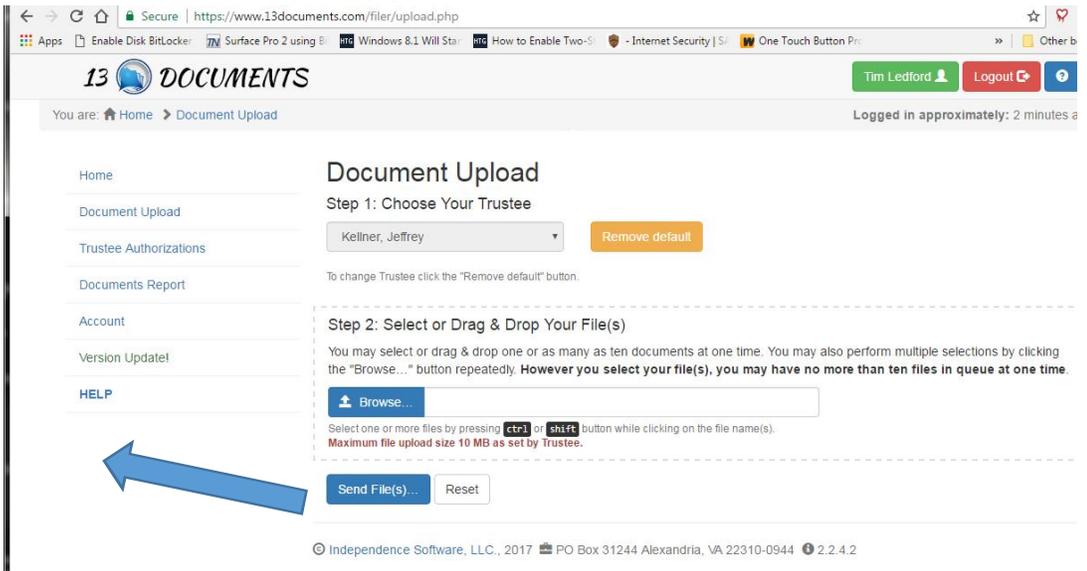
Kellner, Jeffrey

REQUEST ADD. TRUSTEES

Send File(s)... Reset

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Browse or Drag/Drop your file(s) to upload (10MB Maximum size per document, up to 10 at a time)



13 DOCUMENTS

You are: Home > Document Upload

Document Upload

Step 1: Choose Your Trustee

Kellner, Jeffrey Remove default

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...

Select one or more files by pressing **ctrl** or **shift** button while clicking on the file name(s).
Maximum file upload size 10 MB as set by Trustee.

Send File(s)... Reset

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Enter the case number and Select Document Type if needed (Currently only two types)

Enter Description. (if desired)

13 DOCUMENTS

Tim Ledford Logout

You are: Home > Document Upload Logged in approximately: 7 minutes ago

Document Upload

Step 1: Choose Your Trustee

Kellner, Jeffrey Remove default

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... 9509991-TAXHRG-8429.pdf

Select one or more files by pressing **ctrl** or **shift** button while clicking on the file name(s).
Maximum file upload size 10 MB as set by Trustee.

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

9509991-TAXHRG-8429.pdf

Robin Gilbert

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

1630041 Select Document Type

Select Document Type
341 Documents [2485]
Debtor(s) Income Tax Return [2484]

Document description (max. 140 characters)

You have 140 characters remaining.

Remove File

Read and Click Redaction rules box.

Click Send File(s) button

13 DOCUMENTS

Tim Ledford Logout

Select one or more files by pressing **ctrl** or **shift** button while clicking on the file name(s).
Maximum file upload size 10 MB as set by Trustee.

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

9509991-TAXHRG-8429.pdf

Robin Gilbert

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

1630041 341 Documents [2485]

Document description (max. 140 characters)

You have 140 characters remaining.

Remove File

Redaction Message

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.

You must agree to the stated redaction rules.

Send File(s) ... Reset

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- Home
- Document Upload
- Trustee Authorizations
- Documents Report
- Account
- Version Update!
- HELP

Document Upload

Step 1: Choose Your Trustee

Kellner, Jeffrey

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.**

StateTaxTest.pdf

Select one or more files by pressing **ctrl** or **shift** button while clicking on the file name(s).
Maximum file upload size 10 MB as set by Trustee.

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

StateTaxTest.pdf ✓

Edward Geyman

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

1633097 Debtor(s) Income Tax Return [2484]

TEST

You have 130 characters remaining.

Redaction Message

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.

You must agree to the stated redaction rules.

Certification of Document Receipt

13 DOCUMENTS HAS RECEIVED YOUR FILE

Document serial number: **DOC13000000000735929**

This is the serial number which has been assigned to your document. Use the serial number to reference this upload with the Trustee or 13 Documents staff.

Case Number: 1633097 Print

Received Date:	Monday, September 25th 03:04:51 PM (local)
Document Type:	Debtor(s) Income Tax Return
Uploaded by:	tim test <anyone@dayton13.com>
In-Transit for:	Jeffrey Kellner 131 N. Ludlow St. Suite 900 Dayton, OH 45402 P: +1 (937) 222-7600

13 Documents does not make any guarantee to the accuracy of the information provided by the filer for any purpose.

NOTICE

To protect personally identifiable information, this document was encrypted immediately upon receipt. The 13 Documents staff is unable to view the contents of this document. Any change requests regarding this document, the content of, or the details (i.e. document content, case number, or document type) cannot be made. You must contact the Trustee to effect changes to this document.

Close

Certification of Document Receipt

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