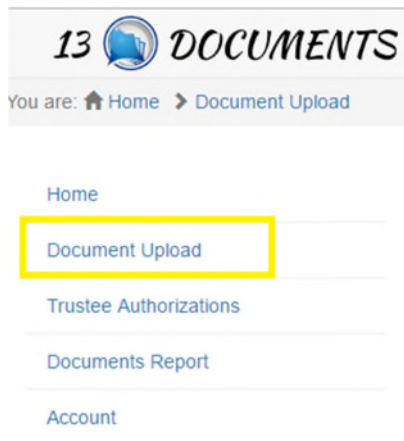


13 Documents Uploading Documents

1. Once you have logged in to 13 Documents click on the “Document Upload” link.



2. This will take you to the Document Upload page. “Step 1: Choose Your Trustee” should show “Micale, Christopher” as the default.
3. Click on the “Browse” button to select the file(s) that you want to upload. You can upload up to 10 files at a time. You will need to enter the case number and choose the Document Type for the file(s) that you are uploading. **PLEASE include a description of the document.** Once all details have been entered you will need to check the box next to “You must agree to the stated redaction rules” and then click the “Send Files” button.

Document Upload

Step 1: Choose Your Trustee

Micale, Christopher

Remove default

To change Trustee click the “Remove default” button.

Step 2: Select Your File(s)

You may select 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... 4 files selected

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: 4

9999999 Bank Statements .pdf ✓

JANE FAKE-CASE & JOHN FAKE-CASE

9999999 Debtor Documents [2363]

Bank Statements **ADD DESCRIPTION**

You have 125 characters remaining.

4. The next screen will show that the upload was successful.

Document Upload

9999999 TMTD Whatever Something Whatchamacallit.pdf

100%



File uploaded successfully.

THIS IS NOT A CONFIRMATION/RECEIPT OF ACCEPTANCE!

Get an upload certification for document serial [DOC130000000000373366](#) (this link expires after 5 minutes)

Upload Additional Files

5. Also on this screen you can click on the DOC link to print a “**Certification of Document Receipt**”

Certification of Document Receipt

13 DOCUMENTS HAS RECEIVED YOUR FILE

Document serial number: **DOC130000000000373366**

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: 9999999

Print

Received Date: Tuesday, October 11th 12:53:31 PM (local)
Document Type: Debtor Documents
Uploaded by: Log Mein <lmi@ch13wdva.com>
In-Transit for: Christopher Micale
105 Franklin Rd SW STE 110
Roanoke, VA 24011
P: +1 (540) 342-3774

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