

13 Documents Uploading Documents

1. Go to <https://www.13documents.com/>



2. Click on
3. Enter your email address and password then click on Sign in

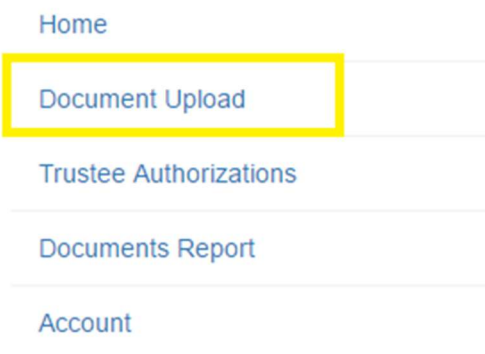
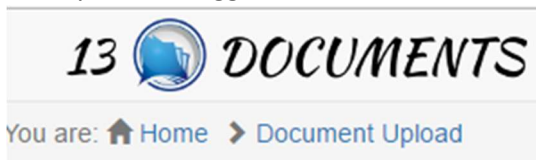
Login Details

Email

Password

Remember email?

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



5. This will take you to the Document Upload page. “**Step 1: Choose Your Trustee**” should show “Micale, Christopher” as the default. If not, click on the drop down and choose “Micale, Christopher”.
6. 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.
7. You will need to enter the case number for each file that you are uploading.

8. PLEASE CHOOSE THE CORRECT DOCUMENT TYPE FOR EACH FILE THAT YOU ARE UPLOADING. Please review this chart for examples.

Select This Document Type	For These Documents
Debtor Documents	Authorization to Release, ePay Authorization Form, Pay Stubs, Auto Insurance, Life Insurance, Trustee Questionnaire, Bank Statements, 401K, DMV Transcript, Personal Property Tax, Tax Assessments, Deeds, DSO Information, All requested information.
EFT Documentation	EFT Authorization Form
Motion for Relief of Stay	Motion for Relief of Stay and all letters and related documents.
Order Proposed	Orders seeking endorsement and all related motions and letters.
Tax Returns	Tax Returns, Social Security SSN, Driver’s License

9. **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.

*****DO NOT USE CASE NUMBER 9999999. This is not a valid case number. *****

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.

10. 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

11. 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
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Roanoke, VA 24011
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13 Documents does not make any guarantee to the accuracy of the information provided by the filer for any purpose.