

## Document Upload Process for Pro Se Debtor

### Purpose:

This document serves a guide for Pro Se debtors on the procedure for providing the Trustee with required case information via secure electronic upload to the Trustee's office.

The Trustee's Office uses an online service provided by 13Documents as a method to securely upload documents to the Trustee's office. You will be required to register for an account with 13Documents, which will require manual approval by the Trustees office before you will be eligible to upload documents which may take up to 1 business day.

13Documents and the Trustee's office take privacy of your personal information as highest priority. These documents will be fully encrypted and secured.

### Account Registration

1. Register for a filer account at 13Documents by visiting <https://www.13documents.com/account-register.html>
2. Enter your E-Mail and click Register
3. You will receive an email at the address provided which you will use to finish setting up your account by clicking Confirm email address
4. On the Registration Details page, you will need to complete it as follows
  - a. Account Type: Debtor
  - b. Enter your First Name, Last Name and Address as it appears on your petition.
  - c. Enter a password and click Update
5. You will then be prompted to request Trustee Access. Please click this option.

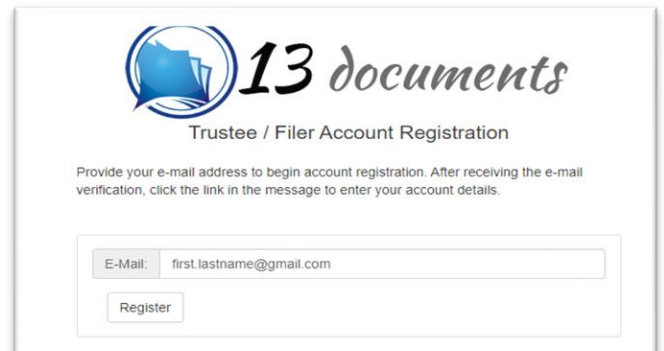
Your registration is complete! You may choose to request access from a Trustee or proceed to the main landing page.

**Request Trustee Access (Recommended)**    Proceed to Filer Home

- a.
6. You will be presented with a long list of Trustee's. Please Scroll down and find Michael G. Malaier Click Request

Michael G. Malaier    **Request**

7. You must now wait for the trustee to review your request which may take up to 1 business day. You will receive an email informing you that your account has been approved and then you can proceed to the next step. You will not be able to upload documents until you have been notified that your account is approved.

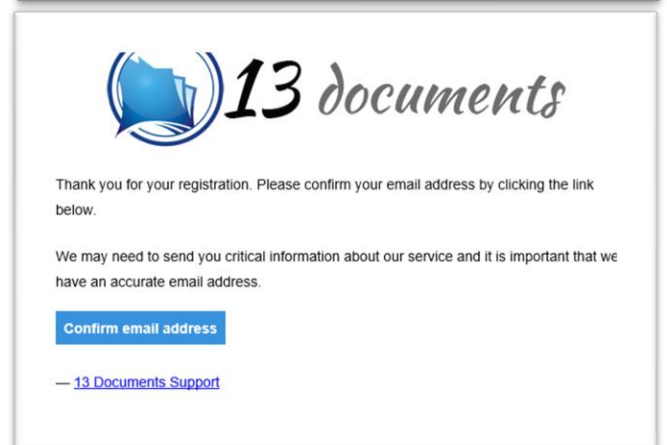


13 documents  
Trustee / Filer Account Registration

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: first.lastname@gmail.com

Register



13 documents

Thank you for your registration. Please confirm your email address by clicking the link below.

We may need to send you critical information about our service and it is important that we have an accurate email address.

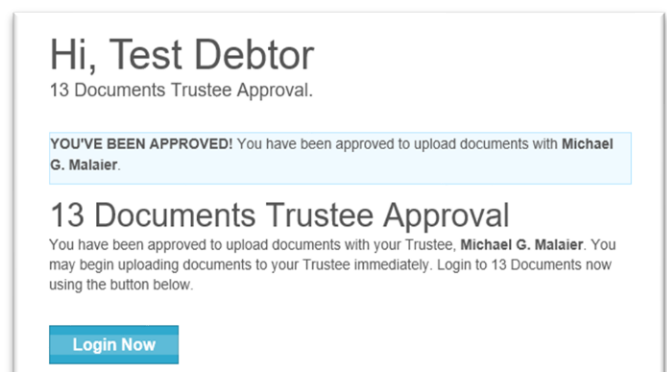
**Confirm email address**

— [13 Documents Support](#)

Account Type: Debtor

First Name: Test

Last Name: Debtor



Hi, Test Debtor  
13 Documents Trustee Approval.

**YOU'VE BEEN APPROVED!** You have been approved to upload documents with Michael G. Malaier.

**13 Documents Trustee Approval**

You have been approved to upload documents with your Trustee, Michael G. Malaier. You may begin uploading documents to your Trustee immediately. Login to 13 Documents now using the button below.

**Login Now**

## Uploading Documents

Once your account has been approved, it's now time to upload your documents to the Trustee

Note: You will need to have your documents already scanned and saved on your computer in a PDF format to complete these steps.

1. **Login to your 13 Documents** account by clicking the link in the approval email or visiting <https://www.13documents.com/login.php>
2. Click **Document Upload** on the left side
3. Step 1: Choose your Trustee, select **Malaier, Michael G.**
4. Step 2: Select or Drag & Drop your File(s) proceed to upload the PDF(s) of your required documents
5. Step 3: Identify Your File(s) enter your Case Number which you received when you filed your petition. Example 21-12345.
  - a. Your name should appear above the case number section if your case was found.
6. For **Document Type**, click the drop down and choose the appropriate type.
  - a. If you are **uploading identity verification documents** for your 341 meeting of creditors, choose **Debtor ID or SSN Verification [3328]**
  - b. If you are **uploading Trustee Information Sheet** then choose **Trustee Information Sheet [2266]**
  - c. **Bank Statements** must contain 30 days of information including the date of filing and are uploaded as **Bank or Investment Account Statements [2261]**
  - d. **Pay stubs** must show 60-days of information and are uploaded as **Payment Advices/Pay Stubs [2265]**
  - e. **Tax Return** for your last filed year must be *redacted*, meaning it cannot contain any full social security numbers, bank account numbers, or names of minor dependents. These are uploaded as **Tax Returns [2268]**
7. Review the Please Read section, check the box once you accept the disclaimer, and click Send Files.

The image shows a screenshot of the 13 Documents website interface, divided into three main sections:

- Secure Login Page:** Features the 13 Documents logo and a login form with fields for Email and Password, a Sign in button, and a Remember email? checkbox.
- Document Upload:** Shows Step 1: Choose Your Trustee with a dropdown menu set to 'Malaier, Michael G.' and a Change Trustee button. Below this is Step 2: Select or Drag & Drop Your File(s), which includes a file upload area with a 'Browse...' button and a text input containing 'This is a test PDF.pdf'. A note specifies a maximum file upload size of 20 MB and lists accepted document types as Adobe Portable Document Format (PDF).
- File Identification and Queue:** This section is titled 'Step 3. Identify Your File(s)'. It shows a file named 'This is a test PDF.pdf' in a queue. Below the file name are redacted fields for the case number and a dropdown menu for 'Debtor ID or SSN Verification [3328]'. There is a text input for 'Document description (max. 140 characters)' and a 'Remove File' button. A 'Please Read' disclaimer is shown at the bottom, with an 'I accept' checkbox and 'Send File(s)...' and 'Reset' buttons.