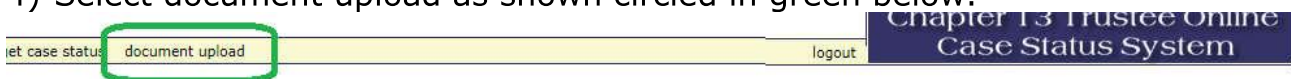


Only documents NOT filed with the court should be provided to the Chapter 13 Trustee using this method. Court filings are still directly provided to us through the Bankruptcy Court Electronic Filing System.

- 1) Access www.trustee13.com
- 2) Select Trustee Jack Zaharopoulos
- 3) Log in using the login and password provided by the Middle District Bankruptcy Bar Association.
- 4) Select document upload as shown circled in green below.

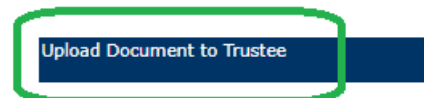
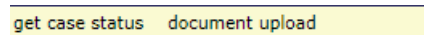


please enter the case # or debtor name

case #:

debtor name:

- 5) Enter the bankruptcy case number for the document being uploaded/submitted.
- 6) At the top, left (shown circled in green below) select "Upload Document to Trustee".



- 7) You will be presented with a drop down arrow box that will present a list of the documents that may be submitted using Document Upload. Select the closest, applicable description for your document.

upload the document

type of document being uploaded: **401(k) Statement**

document to upload: (must be a pdf file < 20mb)

description:

NOTICE OF REDACTION RESPONSIBILITY:
All uploaded documents must comply with Fed. R. This requirement applies to redaction of personal i

I understand if I upload a document I must comply

I have read this notice.

- 401(k) Statement
- Appraisal/Valuation
- Bank Statement
- Business Examination Report
- Business Income and Expenses
- Certification re: Domestic Support Obligations
- Certification Tax Returns Not Required
- Conduit Mortgage Documentation
- Correspondence
- Credit Bureau Report
- Deed (Property)
- Insurance Proof/Evidence of
- Pay Advice/Statement
- Power of Attorney
- Recorded Mortgage/Lien
- Tax Return
- Tolling Agreement

File Name

- 8) Next upload a PDF version of your document. Select "Choose File". Locate the document on your computer. You will now see the name of that document next to the Choose File button.
- 9) In the "description" box you may select something from the drop-down list, or free type any other information regarding your document. (Example: At the 341 Meeting Trustee Zaharopoulos requested this be submitted, this page was missing from the tax return submitted last week, Tax Return for year 2021, etc.)
- 10) Seeing the next screen confirms upload is complete. This does **NOT** assure the file is accessible, what was requested, or is complete. It simply confirms a file was uploaded to the Case # shown and what you intended to submit.
- 11) If the staff has any problems processing the document(s) submitted we will contact you.

document upload - trustee13 1.com.docx