

Bankruptcy Documents FAQs

1. The Portal provides a secure, encrypted, method of transfer from your computer to the Trustee's system. Documents which may contain sensitive information are protected against unauthorized access using 13Documents.
2. Email is unsecure and can be easily compromised. Further, emails may be retained by your service provider for an unknown period of time, this exposes sensitive data to unauthorized parties.
3. You are still responsible for proper redaction of social security numbers, account numbers, minor's information, etc.
4. After filing a Chapter 13 Petition and Plan, you must wait 2 business days to upload documents to the portal. Otherwise, we will not receive them.
5. You must have a valid case number to upload a document.
6. You will only be allowed to upload documents to cases in which you are the attorney of record.
7. We will continue to distinguish documents by:
 - Tax Returns (will be required to list tax year)
 - Pre-Objection Sheet: (will be required to list a brief description of the document)
 - Post-Objection Sheet:(will be required to list a brief description of the document)
 - 341 Questionnaire
 - Debtor Identification
8. Documents must be in PDF format with a file size no greater than 10MB.
9. A maximum of 10 PDF files may be upload in a single batch.
10. Our system will be updated every 30 minutes. Documents will not be viewed immediately upon uploading.
11. Upload documents necessary for review prior to hearings and 341 meetings no later than 2 days in advance.
12. Print and retain a Certification of Document Receipt.
13. Having access to the portal will enable you to have access to our Fillable PDF forms (Request to Incur Debt, Tolling Agreement, Non-Homestead Property, etc.)