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## 13DOCUMENTS REGISTRATION & ACTIVATION

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- Go to <https://www.13Documents.com>
- Click the **Register** button located in the top right hand corner



- E-Mail
  - Enter an email address
- Check the I'm not a Robot box



- Click on Register

An Email will be sent to the email address provided to Active your Account.

- Click the Active Now Button in the email

**Activate Now**

- Complete the Online Registration Form
- Click Update
- Click on the Request Trustee Access (Recommended) button

**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**

- Select Request - Thomas D. Powers

Thomas D. Powers

**Request**

An email will be sent to the Trustee's Office that you have requested permission to Upload Documents. The Status will Show Pending.

Thomas D. Powers

Pending

Once you have been approved to file you will receive an email that shows you have been approved to file documents through 13 Documents.

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## UPLOADING DOCUMENTS

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### ALL DOCUMENTS MUST BE IN PDF FORMAT MAX DOCUMENT SIZE 10 MB PER DOCUMENT

- LOGIN TO [www.13Documents.com](http://www.13Documents.com)
- Select Document Upload
  - Select your Trustee from the Drop Down Menu
  - Select the Browse Button
    - Select the Documents to be uploaded
      - Note: Documents can be uploaded 10 at a time
      - Enter Case Number (Without Dashes)
        - When a valid Case Number has been entered the Debtor(s) Name will appear
      - Select Document Type from Drop Down Menu
        - NOTE: If the Document Type you are trying to File does not appear in the dropdown contact the Trustee's Office prior to Uploading
        - If the document is required to be filed with the Court DO NOT upload through 13Documents. We will receive a copy from the court.
      - Check the Redaction Agreement box
      - Click Send File

#### 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: 1

▼ User401.pdf ✓

**JOE Q PUBLIC & JOANN PUBLIC**

8888812    Incur Debt Request [2312] ▼

Document description (max. 140 characters)

You have 140 characters remaining.

Remove File

#### Redaction Message

It is the filer's responsibility to verify that all but the last four digits of debtor(s)'s social security numbers and the social security numbers and other personally identifiable information with regard to minor children have been permanently redacted. The attorney assumes complete responsibility for the redaction of such numbers and information on documents input into the system. The Trustee shall not be liable to anyone for the failure of the attorney to redact such numbers and information.

You must agree to the stated redaction rules.

Send File(s)...

Reset