

13Documents for Russell C. Simon, Chapter 13 Standing Trustee


To file a document with my office on 13 Documents, you must first create an account. To do so, go to:

<https://www.13documents.com/account-register.html>



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.

I'm not a robot 
reCAPTCHA
Privacy - Terms

Shortly after registering, a validation e-mail will arrive in your Inbox. The activation link in the e-mail will complete your account setup and you will be ready to file documents with your Trustee(s).

13 Documents Registration

YOUR REGISTRATION IS NOT YET COMPLETE! You **MUST** click the "Activate Now" button to finish your account registration.

Your registration has been received! Before you may access your new account, you must activate. Activating your account will take only a few moments.

Your account is locked until you complete activation. Use the button below to activate your account. During activation you will create a password and register with one or more Trustee's.

[Activate Now](#)

Once you click the Activate Now it will take you to the following registration screen

[Home](#) / [Registration Details](#)



Registration Details

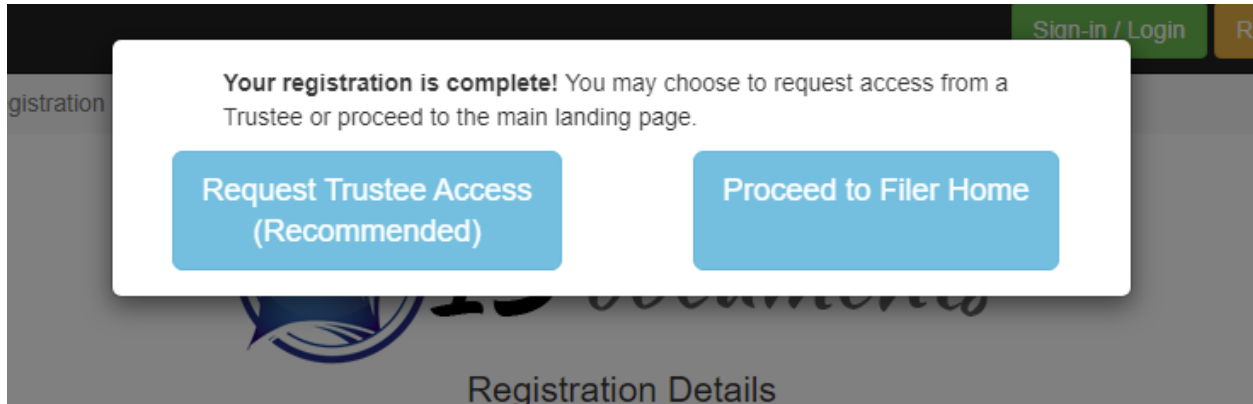
Your registration is almost complete. Use the form below to provide your account details to complete registration.

Username:	<input type="text" value="██████████@gmail.com"/>
Account Type:	<input type="text" value="Attorney"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Company / Firm:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Alabama"/>
Zipcode:	<input type="text"/>
Telephone:	<input type="text"/>
Registration:	<input type="text" value="02/12/2021"/>
Timezone:	<input type="text" value="(GMT -5:00) Eastern Time"/>

Passwords:
Must be at least 8 characters in length;
Must contain at least one (1) number;
Must contain at least one (1) Uppercase letter.

Password	<input type="text"/>
Repeat	<input type="text"/>

Once you complete the registration form, you will see the following prompt – click Request Trustee Access



A list of the Trustee's, using 13documents will be generated, find Russell C. Simon in the list, and click request.

Keith Rucinski	Request
Albert Russo	Request
Pamela Simmons-Beasley	Request
Russell C. Simon	Request
William K. Stephenson	Request
Marv Ida Townson	Request

Your account will go into pending status until someone from Trusteeship approves your registration.

Registration requests will only be granted for debtors attorneys.

You only need one account to file documents with multiple Trustees, assuming they are part of 13 documents. Once your account setup is completed, you will have the opportunity to register with each individual Trustee with whom you are a party-in-interest. The Trustee will review your registration request and you will receive an e-mail once your registration has been approved.

Hi, Melanie Schmierbach

13 Documents Trustee Approval.

YOU'VE BEEN APPROVED! You have been approved to upload documents with **Russell C. Simon**.

13 Documents Trustee Approval

You have been approved to upload documents with your Trustee, **Russell C. Simon**. You may begin uploading documents to your Trustee immediately. Login to 13 Documents now using the button below.

You may now start to upload your information.

When you upload to your case, the case must be Active in our system.

Enter case number WITHOUT a dash. All documents must be in PDF format. No sharefile or dropbox.

The file size cannot exceed 10MB.

Home

Welcome, Melanie Schmierbach to 13 Documents.

[13 Documents](#) Version 2.10

Our new site provides an easy to navigate and modern design to our software. Using the controls to the left, you may:

- [Document Upload](#)
- [Trustee Authorizations](#)
- [Documents Report](#)
- [and Update your Account Information](#)

New features are being added all the time check your Inbox regularly for notices from 13 Documents about upcoming fe-

Select your Trustee (if you have multiple Trustees), Browse to the document you want to send, input your case number, pick the appropriate document type, you may add a description and accept the redacted information.

Then click send files.

Document Upload

Step 1: Choose Your Trustee

Simon, Russell C. ▼

Change Trustee

To change Trustee click the "Remove default" button.

Step 2: Select or Drag & Drop Your File(s)

You may select or drag & drop 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... RULES- No 341 for docs.pdf

Maximum file upload size 10 MB as set by Trustee.

Accepted document types are: Adobe Portable Document Format (PDF)

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

▼ RULES- No 341 for docs.pdf ✓

FY 2021 Adjustment Account Russell C Simon

Cases may take 3-5 business days to be sent from the Trustee.

2199999

341 ID [3508] ▼

Document description (max. 140 characters)

You have 140 characters remaining.

Remove File

Please Read

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.

I accept

Send File(s)...

Reset

Sending from IP: 12.86.156.66

To get a record of files uploaded you can click Document report on Left side of screen.

- [Home](#)
- [Document Upload](#)
- [Trustee Authorizations](#)
- [Documents Report](#)
- [Account](#)
- [Version Update!](#)
- [HELP](#)

This will give you a record of documents you have uploaded to the system.

If a document is in question please have a document Serial Number when contacting Trustee's office. It will begin with DOC

Search:

Serial Number	Size	Comment
DOC130000000000711094	49680 KB	test test test
DOC130000000000670603	45585 KB	zxcvb
DOC130000000000670600	420986 KB	qwerty
DOC130000000000646803	44831 KB	test

Uploading required documents for a 341 Meeting

On the left side click Case Check List

Home Home Getting Started Bulletins

Home

Document Upload

Case Check List **New**

Debtor Education

Trustee Authorizations

Documents Report

Document Inbox

Account

HELP

Home

Welcome, Melanie Schmierbach to 13 Documents.

13 Documents **Version 2.10**

Our new site provides an easy to navigate and modern design to our software. Using the controls to the left, you may:

- Document Upload
- Trustee Authorizations
- Documents Report
- and Update your Account Information

New features are being added all the time check your Inbox regularly for notices from 13 Documents about upcoming features. Be sure to whitelist our email, support@13documents.com, in your SPAM filtering software so you don't miss important notices.

Put in the active case you are trying to upload files to and a check list will populate.

Case Check List

Please enter your case number to begin. If your Trustee has provided a check list for this case, the list will be presented below. You may return at any time to check on the status of the items or to upload additional items.

2199999

Reset

Case number: 21-99999

Trustee: Russell C. Simon

Debtor name(s): FY 2021 Adjustment Account Russell C Simon

No hyphens or Judge initials.
(ex. 0123456)

Legend: C (Completed), R (Requested), N/A (Not Applicable)

C R N/A **341 Id's**

Debtor(s) must at least 7 days prior to the 341 meeting, provide a copy of their Driver License or State ID & a copy of their Social Security Card

Last submitted:
2021-02-03 11:44:25

Attach

C R N/A **Tax Returns**

Debtor(s) must at least 7 days prior to the 341 meeting, provide a copy of their most recent Federal & State tax returns or an Affidavit attesting why they are not required to file.

Last submitted:
2021-02-03 11:46:48

Debtor(s) must also provide a copy of their Federal and State taxes by 4/30 of each year. Please specify the tax year being uploaded.

Attach

C R N/A **Tax Affidavit**

Debtor(s) must at least 7 days prior to the 341 meeting, if applicable, provide an Affidavit attesting on why they are not required to file taxes See S.D. IL L.B.R. 1007-3, 11 U.S.C. § 521(a) or S.D. IL L.B.R. 1007-3

Last submitted:
2021-02-03 12:04:49

Undo N/A

C R N/A **Pay Advices**

Debtor(s) must at least 7 days prior to the 341 meeting, provide at least Sixty (60) days of pre petition pay advices. See S.D. IL L.B.R. 1007-2A, 11 U.S.C. § 521(a).

Attach

N/A

C R N/A **Bank Statements**

Debtor(s) must at least 7 days prior to the 341 meeting, provide 2 months of all bank statements including the date of filing. See S.D. IL L.B.R. 1007-1B, Fed. R. Bankr. P. 4002(b).

Attach

N/A

You can upload your documents to the appropriate category. Once uploaded it will change the legend from R (requested) to C (Completed). If the category is n/a you may check the n/a box. You will also be able to see the date and time of when the document was submitted.

If you have any Questions Please contact melaniea@simonch13trustee.com