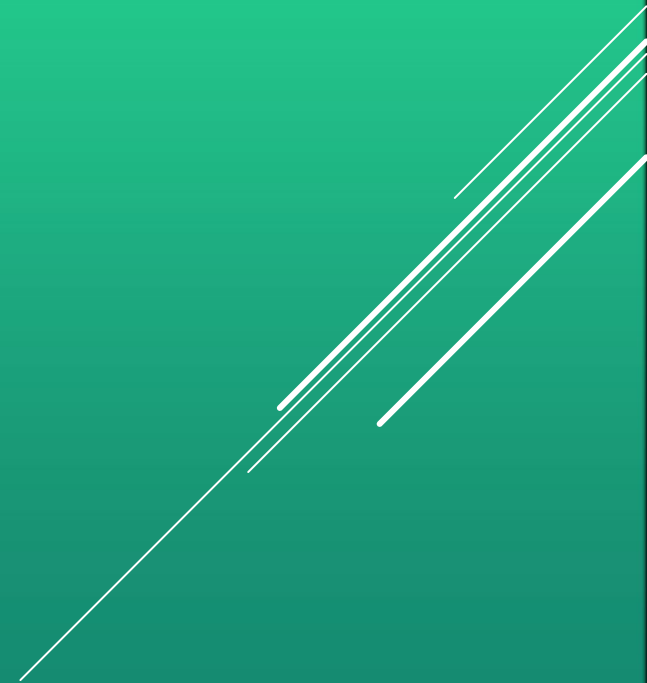


# BANKRUPTCY DOCUMENTS

*Getting Started*



# WHAT IS BANKRUPTCY DOCUMENTS? (BK DOCS)

Bk Docs is a secure file transfer service provided by your Trustee to receive various documents.

Bk Docs provides an encrypted method of transfer from your computer to the Trustee's system. Documents which may contain sensitive information are protected against unauthorized access using Bk Docs .

# BK DOCS REGISTRATION

Go to website: [bkdocs.us](https://bkdocs.us)

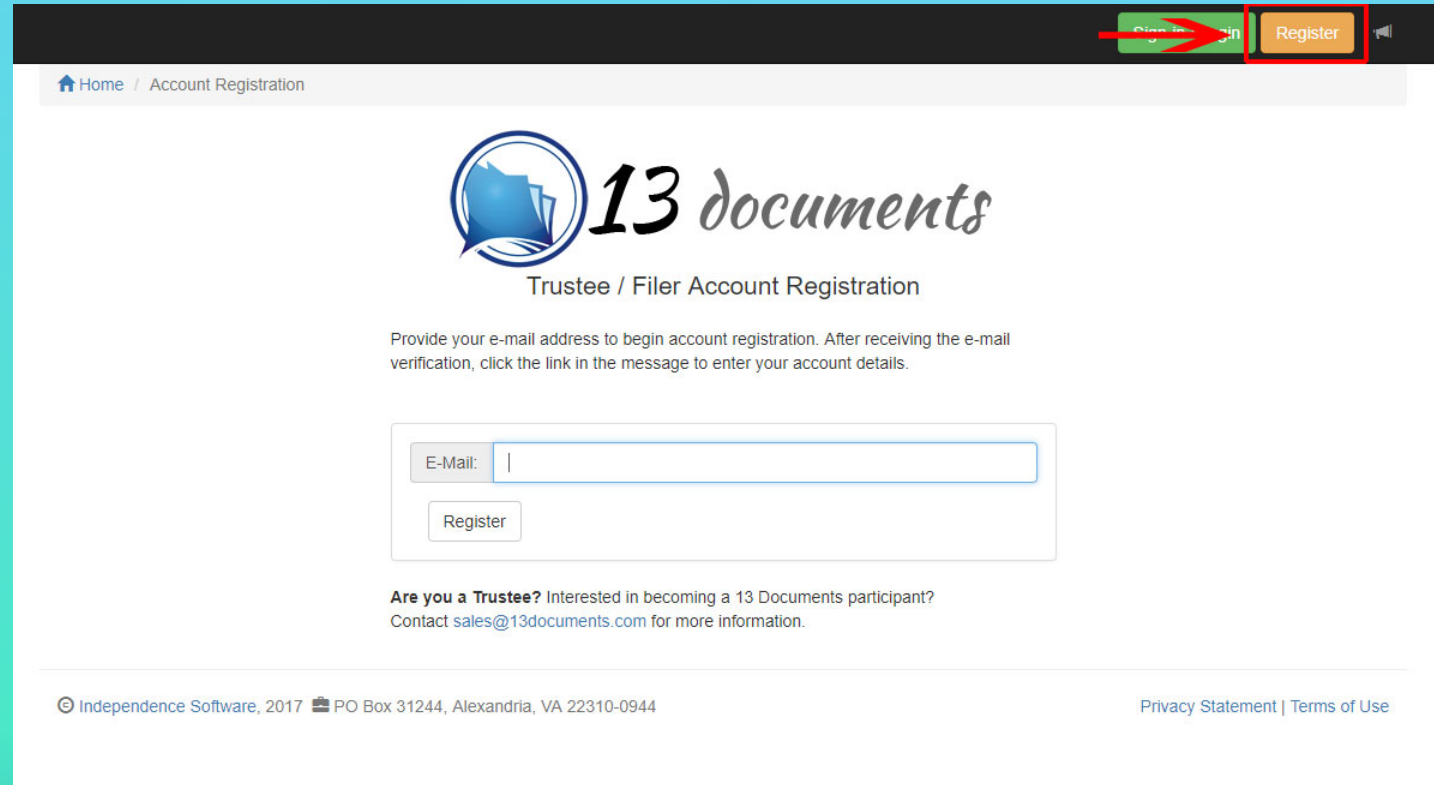
User Registration and User Login



## Go to Website: [bkdocs.us](http://bkdocs.us)

To begin your registration for Bk Docs , enter your email address on the registration page.


Access the registration page by clicking “Register” from any page on the [bkdocs.us](http://bkdocs.us) site.



The screenshot shows the 'Account Registration' page on the 13 Documents website. At the top right, there are two buttons: 'Sign In' and 'Register'. The 'Register' button is highlighted with a red box and a red arrow. Below the navigation bar, the breadcrumb trail reads 'Home / Account Registration'. The main heading is '13 documents' with a logo of a blue circle containing a map of Virginia and the text '13 documents'. Below this is the sub-heading 'Trustee / Filer Account Registration'. A paragraph of text states: '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.' Below this text is a registration form with an 'E-Mail:' label, a text input field, and a 'Register' button. At the bottom of the form area, there is a link for 'Are you a Trustee?' and contact information for sales@13documents.com. The footer contains copyright information for Independence Software, 2017, and links for 'Privacy Statement' and 'Terms of Use'.

Sign In Register

Home / Account Registration

 **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:


Register

**Are you a Trustee?** Interested in becoming a 13 Documents participant?  
Contact [sales@13documents.com](mailto:sales@13documents.com) for more information.

© Independence Software, 2017 PO Box 31244, Alexandria, VA 22310-0944 [Privacy Statement](#) | [Terms of Use](#)

Sign-in / Login Register

Home / Account Registration



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:

Register

**Are you a Trustee?** Interested in becoming a 13 Documents participant? Contact [sales@13documents.com](mailto:sales@13documents.com) for more information.

© Independence Software, 2017 PO Box 31244, Alexandria, VA 22310-0944 Privacy Statement | Terms of Use

Clicking “Register” will generate an email containing a validation link.


**You MUST click the validation link to complete your registration.**

Your validation email is sent immediately. If not displayed in your Inbox after 5 minutes, check your SPAM/Junk folders.

# VALIDATING YOUR REGISTRATION

Sign-in / Login Register

Home / Account Registration



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.

[Account already exists.](#) [Forgotten password?](#)

E-Mail:

**Register**

**Are you a Trustee?** Interested in becoming a 13 Documents participant? Contact [sales@13documents.com](mailto:sales@13documents.com) for more information.

© Independence Software, 2017 PO Box 31244, Alexandria, VA 22310-0944 [Privacy Statement](#) | [Terms of Use](#)

If you enter an email address which already exists in the Bk Docs software, you will be notified.


If you did not attempt to register previously and believe this message is in error, please contact Bk Docs support.

[support@13documents.com](mailto:support@13documents.com)

ACCOUNT ALREADY EXISTS

Sign-in / Login Register

Home / Account Registration



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.

**Success!**

Please check your e-mail for further instructions.

**Are you a Trustee?** Interested in becoming a 13 Documents participant?  
Contact [sales@13documents.com](mailto:sales@13documents.com) for more information.

© Independence Software, 2017 PO Box 31244, Alexandria, VA 22310-0944 [Privacy Statement](#) | [Terms of Use](#)

*Your email address has been registered. An email will be sent with validation instructions.*

# REGISTRATION SUCCESS

ments.com@mailgun.org on behalf of 13 Documents Support <support@13documents.com>

ts | Registration

s with how this message is displayed, click here to view it in a web browser.



REGISTRATION

## 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](#)

### Contact Info:

Email: [support@13documents.com](mailto:support@13documents.com)

Address: P.O. Box 31244 Alexandria, VA 22310


[Terms](#) | [Privacy](#)

# VALIDATION EMAIL EXAMPLE



Sign-in / Login Register

Home / Registration Details



Registration Details

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

**Username:**

**First Name:**

**Last Name:**

**Company / Firm:**

**Address:**

**City:**

**State:**

**Zipcode:**

**Telephone:**

**Registration:**

**Timezone:**

**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**

**Repeat**

© Independence Software, 2015 PO Box 31244, Alexandria, VA 22310-0944 Privacy Statement | Terms of Use

- ▶ Clicking “Activate Now” from the Validation Email will prompt you to complete your account information.
- ▶ All fields, except “Company / Firm”, are required.
- ▶ Fields with a red border require attention.
- ▶ Click “Update” when all required fields have been completed.

## REGISTRATION ACCOUNT DETAILS

Home / Registration Details

Sign-in / Login Register

**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](#)

### Registration Details

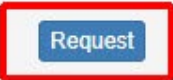
Your registration is almost complete. Use the form below to provide your account details to complete registration.

Username:	supermatako@gmail.com
First Name:	Justin
Last Name:	Crone
Company / Firm:	
Address:	974 Harrison Cir
City:	Alexandria
State:	Virginia
Zipcode:	22304
Telephone:	2676793931
Registration:	07/20/2018
Timezone:	(GMT -5:00) Eastern Time

# COMPLETE REGISTRATION

- ▶ Your registration is complete.
- ▶ **Clicking “Request Trustee Access” will direct you to the Trustee Authorizations page.**

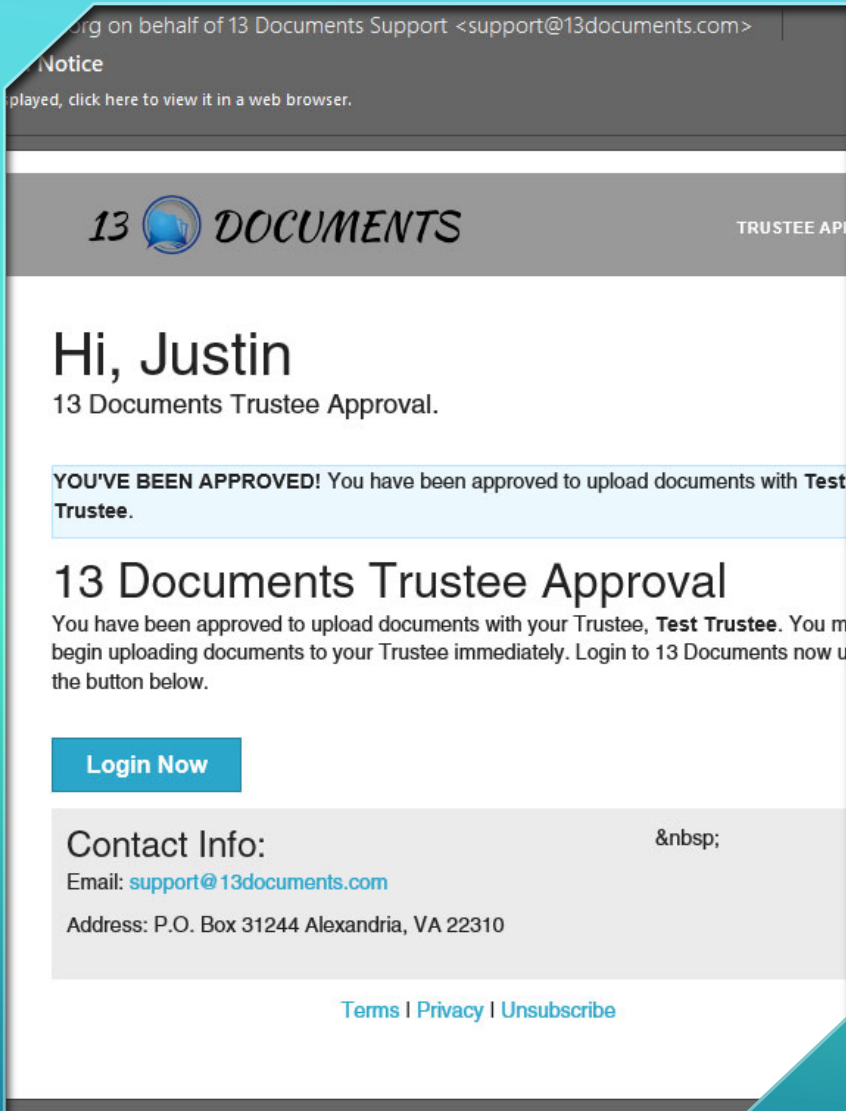
Keith Rucinski	Request
Albert Russo	Request
William K. Stephenson	Request
Mary Ida Townson	Request
Tim Truman	Request
Test Trustee	Request
Mary K. Viegelahn	Request



Click “Request” next to Lilian G. Tsang to upload documents.

Keith Rucinski	Request
Albert Russo	Request
William K. Stephenson	Request
Mary Ida Townson	Request
Tim Truman	Request
Test Trustee	Approved
Mary K. Viegelahn	Request

Once approved, the Trustee’s name will be highlighted in green.



# APPROVAL NOTICE

An email notice will be sent once you've been approved by your Trustee.

Once approved by your Trustee you can begin uploading documents.



- ▶ Documents must be in Adobe Acrobat (PDF), Excel, or Image (JPEG) format.
- ▶ Maximum file size for a single document is limited to 25mb (megabytes).
- ▶ You must have a valid case number to upload a document.
- ▶ A maximum of 10 documents/files may be uploaded in a single batch.

## UPLOAD BASIC INFORMATION

# ONCE YOU LOG IN YOU WILL SEE YOUR HOME SCREEN

- YOU WILL THEN SELECT "CASE CHECK LIST" ON THE LEFT HAND SIDE OF THE SCREEN.

Home

Getting Started

Bulletins

Home

Document Upload

Case Check List **New**

Debtor Education **New**

Trustee Authorizations

Documents Report

Document Inbox

Account

**HELP**

## Home

Welcome, Lilian G. Tsang to 13 Documents.

13 Documents **Version 2.9**

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](mailto:support@13documents.com), in your SPAM filtering software so you don't miss important notices.

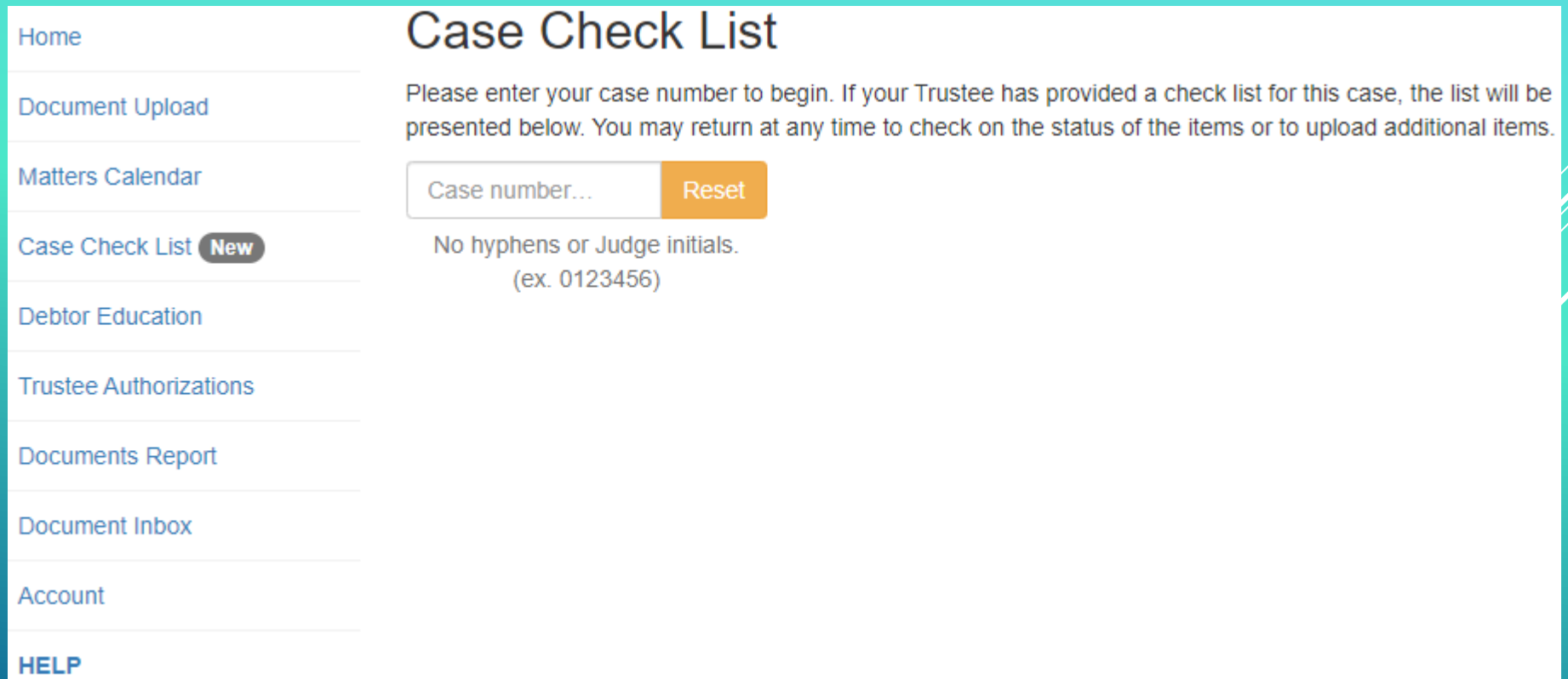
**Not sure where to start? Review our [Getting Started](#) guide for more information on registration, Trustee access, document history, and more!**

© Independence Software, LLC., 2020 📮 PO Box 31244 Alexandria, VA 22310-0944 ⓘ 2.9



# YOU WILL TYPE IN THE CASE NUMBER FOR THE CASE YOU WISH TO UPLOAD DOCUMENTS

- ▶ No hyphen or extra digits
- ▶ Just the 7 digits of the case number



The screenshot shows a web application interface. On the left is a sidebar with the following navigation links: Home, Document Upload, Matters Calendar, Case Check List (with a 'New' badge), Debtor Education, Trustee Authorizations, Documents Report, Document Inbox, Account, and HELP. The main content area is titled 'Case Check List' and contains the following text: '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.' Below this text is a form with a text input field labeled 'Case number...' and an orange 'Reset' button. Underneath the form, there is a note: 'No hyphens or Judge initials. (ex. 0123456)'.



# 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.

Case number: 77-77777

Trustee: Lillian G. Tsang

Debtor name(s): PORTAL TESTING DOCUMENT DELIVERY

No hyphens or Judge initials.  
(ex. 0123456)

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

C	R	N/A	Proof of Income
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pay advices for the full six months prior to filing and proof of any other income as listed on Schedule I or the 122C-1.

C	R	N/A	Third Party Contributions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Declaration of third party who contributes to the debtor's monthly income. Declaration shall include the person's name, address, and relationship to the debtor, as well as detail their ability to make the contribution after their total personal monthly expenses have been paid, and how long such a contribution is committed to debtor.

- ▶ As the case number is entered, a box will appear with the case number and the debtor(s) name.
- ▶ Select this pop-up if it matches the case you are looking for
- ▶ Once selected the site will take you to a page as seen to the left
- ▶ The Trustee's office will have boxes marked letting you know which documents we need and/or are requesting for this individual case
  - ▶ Much like the Document Request Letter that has been sent in each case over the past year +

- ✓ If the box under the “R” is checked then the document is being requested.
- ✓ You will click on the Attach button under any document heading that has been requested
- ✓ A separate window will appear.
- ✓ In the comment box you can add small notes or descriptions pertaining to the document you will upload
- ✓ You will then select Browse and find select the file you wish to upload

C	R	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

C	R	N/A	Trust Documents
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For all trusts in which you are a beneficiary or settlor, provide a copy of the trust document with all amendments and a list of the trust assets.
<input type="button" value="Attach"/>			
<input type="button" value="N/A"/>			

Attach File ✕

**Trust Documents**

**Comment:**

**Related Document Num:**

Select file ...

Multiple uploads available for this check list item.


- ✓ When the document is selected and in an approved format the box will highlight blue.
- ✓ You can now select Upload.
- ✓ The box will remain after upload in case other documents are need under than particular request.

Attach File ✕

**Trust Documents**

**Comment:**

**Related Document Num:**

 77-77777 TEST DOCUMENT.pdf 🗑️ Remove ⬆️ Upload 📁 Browse ...

Multiple uploads available for this check list item.

Close

- ✓ The section that you uploaded the document to will now appear as such:

C	R	N/A	Trust Documents
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For all trusts in which you are a beneficiary or settlor, provide a copy of the trust document with all amendments and a list of the trust assets.
Last submitted: 2020-11-20 15:34:28			
<button>Attach</button>			

- ✓ If the document requested is not applicable to the case then you can mark the “N/A” box and it will appear as shown on the right below

C	R	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<button>Attach</button>		
<button>N/A</button>		

C	R	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Last submitted: 2020-11-20 15:38:18		
<button>Undo N/A</button>		

## Document Upload

0\_1732305\_2290\_Other.pdf



File uploaded successfully.

**THIS IS NOT A CONFIRMATION/RECEIPT OF ACCEPTANCE!**

Get an upload certification for document serial [DOC130000000001090476](#) (this link expires after 5 minutes)

Upload Additional Files

If an error occurred during your upload, a message would be displayed below the progress bar with a description of the issue.

*Clicking the serial number will display an upload receipt. (THIS RECEIPT CONFIRMS THE DOCUMENT HAS BEEN RECEIVED BY Bk Docs , NOT YOUR TRUSTEE.)*

## Certification of Document Receipt

13 DOCUMENTS HAS RECEIVED YOUR FILE

Document serial number: **DOC13000000001090476**

This is the serial number which has been assigned to your document. Use the serial number to reference this upload with the Trustee or 13 Documents staff.

Case Number: 1732305

Print

<b>Original Filename:</b>	0_1732305_2290_Other.pdf
<b>Received Date:</b>	Saturday, July 21st 12:37:18 PM (local)
<b>Document Type:</b>	Other - Miscellaneous
<b>Uploaded by:</b>	Justin Crone <supermatako@gmail.com>
<b>In-Transit for:</b>	Test Trustee 123 Trustee Dr. Trusteeville, AL 12345-0000 P: .....

*13 Documents does not make any guarantee to the accuracy of the information provided by the filer for any purpose.*

### NOTICE

To protect personally identifiable information, this document was encrypted immediately upon receipt. The 13 Documents staff is unable to view the contents of this document. Any change requests regarding this document, the content of, or the details (i.e. document content, case number, or document type) cannot be made. You must contact the Trustee to effect changes to this document.

Close

## Your document receipt will contain:

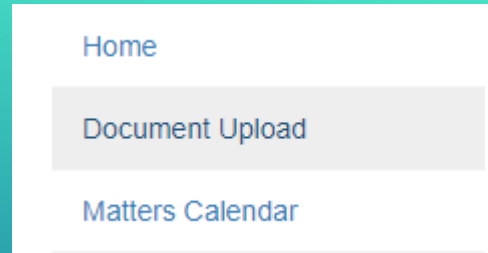
- ▶ Your file name
- ▶ Date/time received by Bk Docs
- ▶ Document type selected
- ▶ Who uploaded the document
- ▶ The Trustee which was chosen

# RECEIPT EXAMPLE



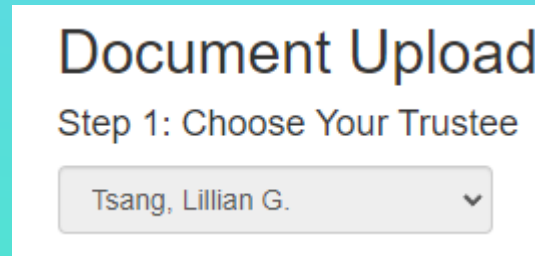


- ▶ In some cases, court approved forms are needed:
  - ▶ Class 1 Checklist
  - ▶ Authorization to Release Information
  - ▶ Domestic Support Obligation Checklist (DSO Checklist)
  - ▶ Business Case Questionnaire
- ▶ To find these forms, you will log into your Bkdocs account.
- ▶ Select “Document Upload” from the menu on the right-hand side of your screen.





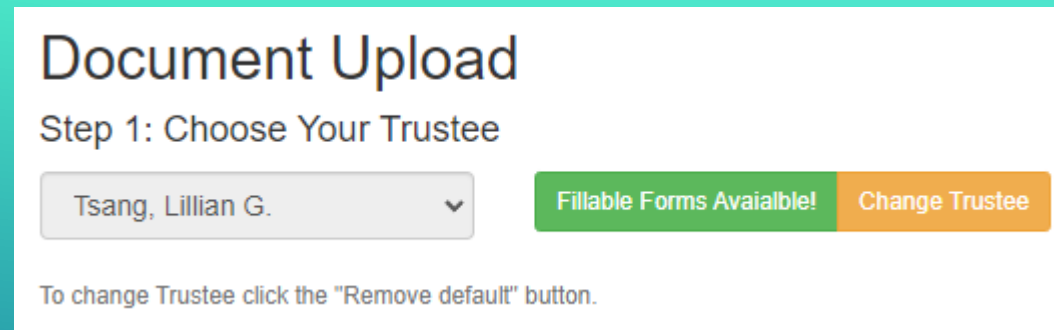
- ▶ You will select “Tsang, Lillian G.” from the Trustee Drop-down menu.



**Document Upload**  
Step 1: Choose Your Trustee

Tsang, Lillian G. ▼

- ▶ Once this is done, you will see a “Fillable Forms Available!” (green box) appear to the right.



**Document Upload**  
Step 1: Choose Your Trustee

Tsang, Lillian G. ▼

Fillable Forms Available! Change Trustee

To change Trustee click the "Remove default" button.

- ▶ You will be taken to this screen, where you can select a form to save and fill out for upload to the Trustee through the Case Check List section.

## Fillable Forms

The following fillable forms have been made available by **Michael H. Meyer**

### Fillable Forms List

Click the description of the form you wish to view. This form should contain a send/submit button which will upload the completed document to the Trustee via [bkdocs.us](https://bkdocs.us). You will be required to enter your username/password when submitting the document, even if you are currently logged into Bankruptcy Documents.

The Trustee may have provided additional instructions in the form. If you have questions regarding the form content please contact the Trustee directly. If you experience issues submitting the form, contact [support@bkdocs.us](mailto:support@bkdocs.us).

[AUTHORIZATION TO RELEASE INFORMATION FORM](#)

[CLASS 1 CHECKLIST](#)

[BUSINESS CASE QUESTIONNAIRE](#)

[DOMESTIC SUPPORT OBLIGATION FORM \(DSO\)](#)

# USING BK DOCS DOCUMENT HISTORY



Home

Document Upload

Trustee Authorizations

Documents Report

YOU ARE HERE  
Document Inbox

Account

HELP

## All Documents

Listing all documents uploaded by your account. This list is searchable using the search box below. The search box will search all fields for your search term. Partial matches will be made.

Download History

Print current page

Column visibility

Search:

Case	Received	Download	Type	Trustee	Serial Number	Size
1732305	2018-07-21 12:37:18	0000-00-00 00:00:00	Other - Miscellaneous	Test Trustee	DOC130000000001090476	12421K

Case	Received	Download	Type	Trustee	Serial Number	Size
------	----------	----------	------	---------	---------------	------

Showing 1 to 1 of 1 entries

Previous

Next

Your upload history contains a list of documents uploaded.

# VIEWING YOUR UPLOAD HISTORY

# DOCUMENT HISTORY EXPLAINED

- ▶ Case number: The case number which the document is associated with.
- ▶ Received: Date & time the document was received by Bk Docs (adjusted for local time zone).
- ▶ Download: Date & time the document was downloaded by the Trustee (if date & time is all zeros, the Trustee has disabled display of this field).
- ▶ Type: The document type assigned during upload.

## 13 Documents | Filer Account

Case	Received	Download	Type
1732305	2018-07-21 12:37:18	0000-00-00 00:00:00	Other - Miscellaneous

- ▶ **Trustee:** Displays the name of the Trustee the document was assigned to.
- ▶ **Serial Number:** The serial number generated for this document. Can be used for tracking purposes.
- ▶ **Size:** The size of the file uploaded.
- ▶ **Comment:** If provided during upload, will be displayed.
- ▶ **Original Filename:** The file name of the document on your computer which was used for upload.

Trustee	Serial Number	Size	Comment	Original Filename
Test Trustee	DOC130000000001090476	124213 KB		0_1732305_2290_Other.pdf



- ▶ Completed: Document History
- ▶ Next: Document Exchange
  - ▶ Available in the August 2018 update

SECTION COMPLETE

# USING BK DOCS DOCUMENT INBOX

What is “Document Inbox”?





Home

Document Upload

Trustee Authorizations

Documents Report

Document Inbox 

Account

HELP

## Home

Welcome, Justin Crone to 13 Documents.

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](mailto:support@13documents.com), in your SPAM filtering software so you don't miss important notices.



DOCUMENT(S) AVAILABLE  
SENT BY YOUR TRUSTEE(S)

## Document Inbox

This is your Document Inbox. Documents provided by the Trustee will be displayed here. You may download or print these documents. Some documents have an expiration set by the Trustee, if a document has an expiration, the file will be available to view/print until the expiration date has passed.

Show  entries

Search:

Case	Received	Trustee	
1732305	07/21/2018 1:09 PM	Test Trustee	<a href="#">View</a>

Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)

- ▶ Documents which have been sent by your Trustee(s) will be available through Document Exchange.
- ▶ You may view your documents by clicking “View”.
- ▶ Documents may expire after viewed. Contact your Trustee for details.

# VIEW AVAILABLE DOCUMENT(S)



- ▶ Completed: Document Exchange
- ▶ Next: Account

SECTION COMPLETE



# USING BK DOCS ACCOUNT

Updating Account/Login Information



## Account Details

Review your account contact data. This information is used by the Trustee to verify your relation to cases administered by the Trust. Please ensure this information is up-to-date.

E-Mail Address:

test@email.com

Change Password ⓘ

Last changed: 2018-07-20

Name:

Test

Middle

User

Entity Name:

Address 1:

P.O. Box 31244

Address 2:

Address 3:

City:

Alexandria

State:

Virginia

Zipcode:

22310-0944

Telephone:

8005555555

Registration:

07/20/2018

Timezone:

(GMT -5:00) Eastern Time

Update

- ▶ All fields, except “Registration”, may be updated to reflect your current information.
- ▶ Updating “E-Mail Address” will require you to logout of Bk Docs to update.
- ▶ Once you’ve completed your changes, click “Update” to apply the changes to your account.

# ACCOUNT DETAILS