

# Using Bankruptcy Documents



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DOUGLAS W. NEWAY, CHAPTER 13 STANDING TRUSTEE

# WHAT IS BANKRUPTCY DOCUMENTS?

“**Bankruptcy Documents** is a safe and secure document transfer service for bankruptcy Trustees.” You can take confidence in knowing that when you upload (send) your secured documents, they will be transferred to the Trustee securely; thereby protecting the Debtor(s) privacy (Crone, 2015).



# STEP 1: REGISTRATION

Go to <https://www.bkdocs.us> and click on the **Register** button and you will be directed to the **Trustee/Filer Account Registration** page



Sign-in / Login Register



BANKRUPTCY DOCUMENTS

With Bankruptcy Documents you can quickly send secure files to your Chapter 13 Trustee with the confidence of high-grade encryption. Bankruptcy Documents integrates with popular Trustee case management systems from vendors like [BSS](#) and [Satori](#) by attaching documents directly to cases.

[Learn more »](#)

## For Trustees

Bankruptcy Documents provides Trustees with an easy file transfer service. This service is based on public key encryption technology which ensures all data is safe and secure. For more information and details on how Bankruptcy Documents can help your Trusteeship, click the button below.

[View details »](#)

## For Attorneys

The benefits for attorneys are numerous, including:

- Send documents to multiple Trustees from one site.
- History records with date/time stamps.
- API access to integrate your case management software.
- And more...

[View details »](#)

# STEP 1: REGISTRATION CONT'D

Enter your E-mail address and then click Register.

Sign-in / Login Register

Home / Account Registration



BANKRUPTCY 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 Bankruptcy Documents participant?

Contact [sales@bkdocs.us](mailto:sales@bkdocs.us) for more information.

# STEP 1: REGISTRATION CONT'D

Please be advised that once you register you will receive an e-mail with a confirmation link which validates your e-mail address and then asks for your account information (address/phone/etc). Once the registration process is completed, a message is displayed asking if you would like to Request Trustee Access or Proceed to Filer Home . Choose Request Trustee Access, then you will be taken immediately to the Trustee request page. Select the Trustee and then wait for approval from the respective trustee (in this case Douglas W. Neway).

**Trustee Authorizations**

You must be authorized to upload a document. You may request permission from multiple Trustees. Your request will be sent to the Trustee and you will be informed when your request has been approved.

Request Access ...

Tru

- Doug Kiel
- Huon Le
- Kathleen A. Leavitt
- Scott Lieske
- Michael G. Malaier
- Annemarie B. Mathews
- Mark T. McCarty
- Thomas W. McDonald
- Sabrina L. McKinney
- O. Byron Meredith III
- Michael H. Meyer
- Lydia S. Meyer
- Christopher Micale
- Nancy K. Neidich
- Douglas W. Neway**
- Thomas D. Powers
- Kelly Remick
- Elizabeth F. Rojas (NORTHERN DIVISION--CASES BEGINNING WITH 9: OR ND)
- Elizabeth F. Rojas (SAN FERNANDO VALLEY--CASES BEGINNING WITH 1: OR SV)
- Keith Rucinski

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# STEP 2: REQUEST TRUSTEE UPLOAD PERMISSION

Log onto <https://www.bkdocs.us> and click on the **Sign-in/Login** button.



Sign-in / Login Register



BANKRUPTCY DOCUMENTS

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- And more...

[View details »](#)

# STEP 2: REQUEST TRUSTEE UPLOAD PERMISSION CONT'D

Enter your Email (login) and Password information and click on the **Sign in** button.



[Home](#) / [Login](#)



BANKRUPTCY DOCUMENTS

Secure Login Page

Login Details

<b>Email</b>	<input type="text" value="Email"/>
<b>Password</b>	<input type="password" value="Password"/>

Remember email?

[Reset password.](#)  
[Login trouble?](#)

Scheduled maintenance will occur every Saturday between the hours of 03:00 US/Eastern and 06:00 US/Eastern. During this time, Bankruptcy Documents may be offline.

# STEP 2: REQUEST TRUSTEE UPLOAD PERMISSION CONT'D

Once logged in, you will be routed to the Home page. If you have not been given permission to upload documents or elected to request permission at a later date, then click on the [Trustee Authorizations](#) link to submit a request. Else, select [Upload Documents](#).

The screenshot shows the home page of the Bankruptcy Documents software. On the left is a navigation sidebar with 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 has a breadcrumb trail: Home > Getting Started > Bulletins. Below this is a 'Home' heading, a welcome message to a user (name redacted), and the version 'Bankruptcy Documents Version 2.13.2'. A paragraph explains the new site design, followed by a bulleted list of features: Document Upload, Trustee Authorizations, Documents Report, and an option to update account information. A note mentions new features being added and provides an email address (support@bkdocs.us) for whitelisting. At the bottom, a green call-to-action box says 'Not sure where to start? Review our Getting Started guide for more information on registration, Trustee access, document history, and more!'.

Home    Getting Started    Bulletins

## Home

Welcome, [REDACTED] to Bankruptcy Documents.

**Bankruptcy Documents** Version 2.13.2

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 Bankruptcy Documents about upcoming features. Be sure to whitelist our email, [support@bkdocs.us](mailto:support@bkdocs.us), 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!**

# STEP 2: REQUEST TRUSTEE UPLOAD PERMISSION CONT'D

Once on the **Trustee Authorizations** page, select the Trustee, click **Request** and then wait for approval from the respective Trustee (in this case Douglas W. Neway).

## Trustee Authorizations

You must be authorized to upload a document. You may request permission from multiple Trustees. Your request will be sent to the Trustee and you will be informed when your request has been approved.

Request Access ...

Request

Tru

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Michael G. Malaier  
Annemarie B. Mathews  
Mark T. McCarty  
Thomas W. McDonald  
Sabrina L. McKinney  
O. Byron Meredith III  
Michael H. Meyer  
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Christopher Micale  
Nancy K. Neidich  
**Douglas W. Neway**  
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Elizabeth F. Rojas (SAN FERNANDO VALLEY--CASES BEGINNING WITH 1: OR SV)  
Keith Rucinski

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# STEP 3: UPLOAD DOCUMENTS

- Once you receive notification that you've been approved, then you may begin uploading documents. Sign in and then click on the **Upload Documents** link located on the home page

You are: [Home](#) > [Document Upload](#)

Logged in approximately: 6 minutes ago

[Home](#)

[Document Upload](#)

[Matters Calendar](#)

[Case Check List](#) **New**

[Debtor Education](#)

[Trustee Authorizations](#)

[Documents Report](#)

[Document Inbox](#)

[Account](#)

[HELP](#)

## Document Upload

Step 1: Choose Your Trustee

Select your Trustee... ▼

Select your Trustee...

Neway, Douglas W.

**REQUEST ADD. TRUSTEES**

Send File(s)...

Reset

Sending from IP: 38.104.50.106

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[Connection detail...](#) 

# STEP 3: UPLOAD DOCUMENTS CONT'D.

## Step 2: Select Your File(s) ([Browse...](#) to your file(s) to be uploaded)

You are: [Home](#) > [Document Upload](#)

[Logged in approximately:](#) 7 minutes ago

[Home](#)

[Document Upload](#)

[Matters Calendar](#)

[Case Check List](#) **New**

[Debtor Education](#)

[Trustee Authorizations](#)

[Documents Report](#)

[Document Inbox](#)

[Account](#)

[HELP](#)

## Document Upload

### Step 1: Choose Your Trustee

Neway, Douglas W.

[Change Trustee](#)

To change Trustee click the "Remove default" button.

#### Trustee Message to Filer

**Some users that registered with 13Documents multiple times have done so with the same name and email address. Users with duplicate email addresses will have those duplicate users disabled. As long as a separate email address is used, there can be multiple users within the same office and they will not be impacted.**

### 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.**

**Maximum file upload size 10 MB as set by Trustee.**

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

Sending from IP: 38.104.50.106

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[Connection detail](#) 

# STEP 3: UPLOAD DOCUMENTS CONT'D

- **Step 3: Identify Your Files**
- Enter a 7 digit case number **WITHOUT** the dash (ie. 88-88888 should be entered as 8888888) and then **Select Document Type**

You are: [Home](#) > [Document Upload](#) Logged in approximately: 9 minutes ago

## Document Upload

Step 1: Choose Your Trustee

Neway, Douglas W. Change Trustee

To change Trustee click the "Remove default" button.

Trustee Message to Filer

Some users that registered with 13Documents multiple times have done so with the same name and email address. Users with duplicate email addresses will have those duplicate users disabled. As long as a separate email address is used, there can be multiple users within the same office and they will not be impacted.

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

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Browse... claim screen.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**

claim screen.pdf

**Mickey Holdem**  
**Minnie Holdem**

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

8888888

Document description

You have 140 characters left.

Send File(s)...

Sending from IP: 38.104.5...

Select Document Type

- 341 Meeting Identification(s) [3312]
- 2017 Tax Affidavit [2786]
- 2017 Tax Extension [2787]
- 2017 Tax Form [2785]
- 2018 Tax Affidavit [2910]
- 2018 Tax Extension [2911]
- 2019 Tax Form [2909]
- 2019 Tax Affidavit [3250]
- 2019 Tax Extension [3251]
- 2019 Tax Form [3249]
- 2020 Tax Affidavit [3477]
- 2020 Tax Extension [3478]
- 2020 Tax Form [3476]
- 2021 Tax Affidavit [3630]
- 2021 Tax Extension [3631]
- 2021 Tax Form [3632]
- 2022 Tax Affidavit [3902]
- 2022 Tax Extension [3903]
- 2022 Tax Form [3904]
- Debtor Request for Tax Refund [2144]

remove File

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[Connection detail...](#)

# STEP 3: UPLOAD DOCUMENTS CONT'D

Select document type, verify that this is the correct document type, agree to the **Redaction Message**, and then click the **Send File(s)...** button.

You are: [Home](#) > [Document Upload](#) Logged in approximately: 10 minutes ago

- Home
- Document Upload
- Matters Calendar
- Case Check List New
- Debtor Education
- Trustee Authorizations
- Documents Report
- Document Inbox
- Account
- HELP

## Document Upload

Step 1: Choose Your Trustee

Neway, Douglas W. Change Trustee

To change Trustee click the "Remove default" button.

Trustee Message to Filer

**Some users that registered with 13Documents multiple times have done so with the same name and email address. Users with duplicate email addresses will have those duplicate users disabled. As long as a separate email address is used, there can be multiple users within the same office and they will not be impacted.**

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...

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

claim screen.pdf ✓

**Mickey Holdem**  
**Minnie Holdem**

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

You have 140 characters remaining.

Remove File

Please Read

ID verification documents for 341 Meeting of Creditors should not be redacted. For all other secure documents uploaded to this portal, it is the filer's responsibility to verify that all social security numbers and other sensitive information is properly redacted. The attorney assumes complete responsibility for the redaction of such information on documents input into the system. The Trustee shall not be liable to anyone for the failure of the attorney to redact such information.

I accept

Send File(s)...

Sending from IP: 38.104.50.106

# STEP 3: UPLOAD DOCUMENTS CONT'D

If document upload is successful, you will see the **File uploaded successfully** message. If you desire to upload more files, then click the **Upload Additional Files** button and you will be re-routed back to the **Document Upload** page.

You are: [Home](#) > [Document Upload](#)

Logged in approximately: 11 minutes ago

[Home](#)

[Document Upload](#)

[Matters Calendar](#)

[Case Check List](#) **New**

[Debtor Education](#)

[Trustee Authorizations](#)

[Documents Report](#)

[Document Inbox](#)

[Account](#)

**HELP**

## Document Upload

claim screen.pdf



File uploaded successfully.

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

Get an upload certification for document serial [DOC130000000003887432](#) (this link expires after 5 minutes)

[Upload Additional Files](#)

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[Connection detail...](#) 



Any questions? Please feel free to contact technical support at [support@ch13jaxfl.com](mailto:support@ch13jaxfl.com).

# REFERENCES

Crone, J. (2015). 13Documents. Retrieved from

<https://www.bkdoc.us/>