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FILING (UPLOADING) INSTRUCTIONS FOR USE OF
WWW.13DOCUMENTS.COM

FILING AND UPLOADING:

Go to www.13Documents.com

1. Log into your account using the email address that you registered with, and your password.
2. Click "Proceed to Document filing"
3. Choose Trustee English from the drop down list. If you like, you can make her your default trustee by check marking the box.
4. Hit Next Step
5. Enter the case number of the documents you'll be uploading. Please make sure you do not use letters, spaces, or dashes. Only include the numbers (ex. 1155555 not 11-55555 or 11-bk-55555)
6. Click Next Step
7. Select which type of document you would like to upload, and click Browse. This will allow you to choose the file you'd like to upload.
8. Choose the file and click Open
9. Verify that everything looks correct, and click "Upload File". The system will ask you if the document is redacted, click yes
10. Review all information, and include a description if you would like. Once finished, click "Complete Upload"

11. The system gives you one more chance to change your mind. If you're certain you'd like it uploaded, click ok, and otherwise click cancel.
12. The last step gives you a Document Serial number. This is for your reference only, and does not tie into the case itself. This is for document tracking on the website itself.
13. If you'd like to upload another document, you can click "Proceed to Document Filing" again, otherwise you can log out at this point.