

OFFICE OF THE STANDING TRUSTEE
CHAPTER 13 PROCEEDINGS
Website: www.clarkch13.com

Elizabeth Clark
Standing Trustee

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Instructions for Uploading Documents to Trustee's Office

This service accepts PDF formatted documents only.

Pursuant to Federal Law you are required to redact identifying information (such as the first five digits of the social security number, all but the last 4 of bank account numbers and names of minor children) before sending your documents electronically. Documents that have not been redacted will not be accepted by the Trustee's Office and will need to be resubmitted.

1. Log in to www.trustee13.com. If you do not have a login please fill out the Internet Information Access Agreement located at www.clarkch13.com and submit according to the instructions.
2. Select Elizabeth Clark
3. Click link "document upload" in upper left corner
4. Enter Case Number
5. Select the type of document to be uploaded
6. Browse for the PDF document to be uploaded
7. Enter a brief description of the document to be uploaded.

When submitting documents please follow the instructions for what the description box should state below:

PLEASE ENTER INFORMATION IN ALL CAPS and MAKE ADJUSTMENTS ACCORDINGLY

Please be clear and specific when describing documents submitted. The following are examples as how to name a document. The list below is not all inclusive but just an example as to how documents should be named.

1. LETTERS: Please include the date of the letter with a brief synopsis of the letter. For example: "January 27, 2017-LIST OF DOCUMENTS"

2. **PAYSTUBS:** Please indicate which paystubs belong to which debtor by labeling it as follows: “DEBTOR PAYSTUBS” and “CO-DEBTOR PAYSTUBS”
3. **TAX RETURNS:** Please indicate the tax year, if it is state and/or federal, and a joint return. For example: “2015 FEDERAL/STATE JOINT FILING”.
4. **BANK STATEMENTS:** Please group all bank statements with the same account number and banking institution together in one attachment. For example: “CAPITALONE ACCT 4567.”
5. **BILLS/STATEMENT OF CLAIM BALANCE:** Please group all bills together in one attachment and state which bills are enclosed. For example: “VERIZON, CONSUMERS, DTE.”
6. **APPRAISAL:** Please indicate the nature of the property, date of appraisal and market value. For Example: “RESIDENCE, 250,000 AS OF FEBRUARY, 1, 2017”
7. **LOANS:** Please indicate the type of loan and the collateral related to the loan: “CAR LOAN 2007 CHEVY.”
8. All other kinds of document including business documents, should be described based upon the nature of the document. For example: “BALANCE SHEET FOR DECEMBER 2016 OR PROFIT AND LOSS STATEMENT FOR MARCH 2017 – MAY 2017.”

Please contact our office with any questions.

Thank you,

Elizabeth Clark, Chapter 13 Trustee’s Office