

Information on New Document Portal

13 Documents – Trustee Portal System

Overview

-The Akron Trusteeship will discontinue using Epiq Systems Document Delivery Portal System for the delivery of documents on November 29th, 2017 and will begin using 13 Documents for the purpose of sending Debtoor(s) documents to the Trustee's office.

Register for an account

-To begin using 13 Documents portal you will first need to create a "Filer Account" by navigating to the following link: <https://www.13documents.com/>. From here you will need to click the register link in the top right of the page and enter your email address to receive follow up information in an email which will contain a link to "Activate" your account and to finish registration.

-Once you receive the email please click the "Activate Now" link. This will take you to a page to finish setting up your account, at which you will need to simply fill out the rest of the information being asked and submit. At the end of the registration process you will see 2 options. The first option is highly recommended as you will need to request access to the Akron Trusteeship for document submitting authorization. You should click this option. Please find Keith Rucinski's name in the list of Trustees and click on "Request." This will alert the Akron Trustee's Office of your request and the appropriate actions will take place to authorize your account to be able to submit documents to Akron's Office. Once accepted by The Akron Trusteeship you can begin submitting documents the Trustee.

Submitting Documents

-After logging in with an account that is authorized, you will see the hyperlinks on the left side on the home page. Next, click on "Document Upload." Make sure "Rucinski, Keith" is selected and follow the steps outlined on this page. You will need to enter the case number manually and select what type of document this is from the drop down that correlates to the document. You may also enter a description for the document if you wish to do so. You will need to agree to the stated redacted rules before submitting. When the file is ready to send, click "Send File(s)."

More Information

-Please see <https://www.13documents.com/about-for-attorneys.html> for more information or send an email to Eric Hoffert at EHoffert@ch13akron.com