Bradford W. Caraway Chapter 13 Standing Trustee

> NORTHERN DISTRICT OF ALABAMA SOUTHERN DIVISION (205) 323-4631 FACSIMILE (205) 252-0239 EMAIL: info@ch13bham.com

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Enslen Lamberth Crow STAFF ATTORNEY

July 7, 2009

#### RE: NATIONAL DATA CENTER Chapter 13 Bankruptcy Case Information

Dear Attorney:

D. Sims Crawford, Chapter 13 Standing Trustee, has become a participating Trustee with the National Data Center ("NDC") to provide case information for a national database of Chapter 13 cases. Like most Chapter 13 Trustees nationwide, this office will provide case information daily to the NDC for password-protected access by debtors, their attorneys, and creditors via the internet.

This service is free of charge to Chapter 13 debtors and their attorneys, and represents a quick and reliable method for access to Chapter 13 case information 24 hours a day. For information about obtaining a User ID and password, please visit <u>www.13datacenter.com</u>. The Trustee intends to mail the attached information sheet to Debtors with active Chapter 13 cases, and this information sheet will also be provided at the Section 341 creditor meeting dockets beginning this week. If you have any questions, you are welcome to contact the NDC or our office.

At this time, we intend to continue providing interim statements and other case information through the BankruptcyLink website provided by Epiq Systems, Inc. However, the procedure for access may change in the future.

Sincerely,

/s/ Bradford W. Caraway Bradford W. Caraway Chapter 13 Standing Trustee

enclosure

#### IEGISTRATION =CO=-'-'M'-'-P-=L=E;..T=-E\_

f you have correctly followed the 3 steps, a confirmation screen will appear stating you 1ave successfully registered with the National )ata Center.

Your Username and Password will be sent to he email provided during registration.

You will automatically be re-directed to the Jational Data Center homepage. Once there, mter your Username and Password into the Irey box in the upper left-hand corner.

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**Helpful Hint:** Write down your Usemame and Password on a piece of paper and keep it in a safe place.

### ONTACT THE N=D-=C

u are having trouble registering for a new Username and Password please click on the "Contact Us" tab and fill out therequested information.

Jnce in the "Contact Us" window, it is very mportant that ALL information is entered into the form. Providing the requested information Nill minimize the necessary steps in

### CONTACT THE <u>NDC</u> continued

0 Be specific when writing your message so that your questions can be addressed promptly.

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0 Once you have inputted all the requested information, Click Send.

0 Please expect 1-2 business day response time.

The National Data Center handles Chapter 13 cases for the entire United States. We will respond to your request as quickly as possible.

You may also contact the National Data Center by calling (866) 938-3639. Please have the following information ready when calling the National Data Center:

0 Case Number

- 0 Name of Chapter 13 Trustee assigned to your case
- 0 Social Security Number
- 0 Email Address

NOTE: The National Data Center {NDC) consolidates data from a majority of Chapter 13 Trustees. This information is sent to us by the Chapter 13 Trustee and then posted on www.13datacenter.com for debtors to access. This data is also made available to creditors that have an interest in a particular case. Specific questions about your Chapter 13 case must be directed to the Chapter 13 Trustee assigned to your case.

## TIONAL DATA CENTER

CHAPTER 13 BANKRUPTCY CASE INFORMATION

### HOW TO ACCESS YOUR CHAPTER 13 CASE INFORMATION ON THE INTERNET

Welcome! This website resource has been made available by your Chapter 13 Trustee to give you

the latest information as you carry out your Chapter 13 payment plan. The service is free to debtors to help you clearly monitor the progress you are making toward your financial recovery. To view your case online, you must register for a Username and Password on our website, www.13datacenter.com.

To begin, enter www.l3datacenter.com into your Internet browser and locate the box below:

### ATTENTION

Have you have filed. a Chapter .13 bankruptcy and would like to' view your case information?

GET STARTED NOW

#### **NEW USER**

You are a New User if you have never accessed your case information on either www.ndcl3.com or www.l3datacenter.com websites.

0 Click on the button "Get St.arted Now" to register for a Username and Password.

#### GETTING STARTED

Please have the following information with you when registering for a Username and Password

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# DEBTOR REGISTRATION FOR CASE ACCESS

## STEP 1

Aftrer Clicking on "Get Started Now" you will be asked a series of questions to confirm your identity.

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It is very important that you enter your information **EXACTLY** as it appears on your petition: your first and last name, case number and social security number.

SUBMIT

NOTE: Your case number must be 7 digits.

After you have entered all the requested information, Click Submit. If your information was entered incorrectly you will return to Step 1. Please re-check your information and Click Submit again.

If you receive multiple error messages please use the form on the "Contact Us" tab. An NDC representative will contact you by email to assist.

## **STEP 2**

After submitting your information on the first screen you will be taken to the second screen, Step 2.

e Stt<sup>1</sup>p 1 i.'i Step 2 Step 3 Enter C.cise !niom,.sticm -, Security Questions Create User Account

Please select the correct choice from each of three lists below as the information appears on your court issued petition.		
(•REQUIRED)		
Creditor Name•	Choose Your Correct Creditor Name	
Mailing Address•	<u> jChoose_Your correct_Mailing_Address_</u> ]:)0	
Trustee Name•	<u>jChoose Your Correct Trustee Name</u> <u>f</u> j0	
<u>SUBMIT</u>		

**CREDITOR NAME** - Please select one of the creditor names listed. The creditor name that you select must be one of the creditors listed' on your petition.

**MAILING ADDRESS** - Please select your correct mailing address. The mailing address should be your personal mailing address, not the mailing address of the creditor.

**TRUSTEE NAME** - Please select the name of the Chapter 13 Trustee that has been assigned to your case. The name of the trustee assigned to your case is on your petition. Click Submit.

# STEP 3

After correctly answering the questions on the second screen you will be taken to the third screen, Step 3.

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To complete to Username and active small successfully se	he New Debtor Access application process please select a d Password, makimum B characters each, and enter your address, You will receive a confonnation email after etting up your NOC User Account,
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**USERNAME** - Choose a Username that you would like to use to log on to view your case information. (maximum 8 characters)

**CONFIRM USERNAME** - Retype Username to confirm the Username you have chosen.

**PASSWORD** - Choose.a password and enter it. (maximum 8 characters)

**CONFIRM PASSW.ORD** - Retype Password to confirm the Password you have chosen.

**EMAIL ADDRESS** - Enter your Email Address.

**CONFIRM EMAIL ADDRESS** - Re-type your Email Address to confirm the correct email address. Click Submit.