

C. DAVID COTTINGHAM
ACTING CHAPTER 13 TRUSTEE

Document Delivery Portal Website
Epiq Systems, Inc.
February 24, 2016

Dear Attorneys:

As you know, the Bankruptcy Code and Rules require debtors to deliver certain documents to the Trustee in Chapter 13 cases. Since the enactment of BAPCPA, these documents have been delivered to our office electronically by email. At times this has worked well. At other times, it has not. My office has been looking for a more efficient, more secure, and more reliable method for the Debtors' Bar to deliver tax returns, pay stubs, and real estate appraisals or tax assessor statements of value ("Case Documents") to our office. I am happy to report that our software provider, Epiq Systems, Inc., has created a **Document Delivery Portal** website that is designed specifically for this purpose.

My office will soon begin the transition from receiving Case Documents by email, to receiving Case Documents via a secure **Document Delivery Portal** website. We will send out invitations for attorneys to register for the **Document Delivery Portal** website next week. To register, attorneys must use the link provided in the invitation email. You cannot register for the **Document Delivery Portal** through our website - you must first receive the invitation email, which will contain a special link to the registration page. All attorneys who represent Chapter 13 debtors and are admitted to practice in this District are welcome to register. There is no charge to you or your office for this service. If you do not receive an invitation email during the week of February 29 but are interested in registering, please contact our office by email or phone.

Due to the sensitive information that is included with Case Documents, we believe that the **Document Delivery Portal** website will be a significant improvement for all parties, and we believe that your use of this service will reduce and resolve the number of objections to confirmation filed by my office for missing Case Documents. We strongly encourage all members of the Debtors' Bar to participate in this service.

We plan to complete the transition from ordinary email to the **Document Delivery Portal** website by April 15, 2016. This method will apply to Case Documents only. We plan to otherwise continue communicating regularly with the Debtors' Bar via email and telephone about other case-related matters.

If you have any questions, please contact, Charles King, or Mary Frances Fallaw in our office.

Thank you,
C. David Cottingham
Acting Chapter 13 Trustee