

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.13datacenter.com into your Internet browser and locate the box below:

ATTENTION

Have you 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.ndc13.com or www.13datacenter.com websites.

⊕ Click on the button "Get Started Now" to register for a Username and Password.

GETTING STARTED

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

⊕ Your Chapter 13 Bankruptcy Petition

REGISTRATION COMPLETE

If you have correctly followed the 3 steps, a confirmation screen will appear stating you have successfully registered with the National Data Center.

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

⊕ You will automatically be re-directed to the National Data Center homepage. Once there, enter your Username and Password into the grey box in the upper left-hand corner.



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

CONTACT THE NDC

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



Once in the "Contact Us" window, it is very important that ALL information is entered into the form. Providing the requested information will minimize the necessary steps in establishing a user account.

CONTACT THE NDC continued

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

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

⊕ 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:

- ⊕ Case Number
- ⊕ Name of Chapter 13 Trustee assigned to your case
- ⊕ Social Security Number
- ⊕ 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.

DEBTOR REGISTRATION FOR CASE ACCESS

STEP 1

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

 Step 1 Enter Case Information  Step 2 Security Questions  Step 3 Create User Account

In order to gain access to view your bankruptcy case information you must first verify certain information. Please enter all information exactly as it appears on your court issued petition.

(* REQUIRED)

First Name *

Last Name *

Case Number * -

SSN * - -

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.

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.

 Step 1 Enter Case Information  Step 2 Security Questions  Step 3 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 *

Mailing Address *

Trustee Name *

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.

 Step 1 Enter Case Information  Step 2 Security Questions  Step 3 Create User Account

To complete the New Debtor Access application process please select a Username and Password, maximum 8 characters each, and enter your active email address. You will receive a confirmation email after successfully setting up your NDC User Account.

(* REQUIRED)

Username *

Confirm Username *

Password *

Confirm Password *

Email Address *

Confirm Email Address *

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 PASSWORD – 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**.