

**OFFICE OF THE CHAPTER 13 TRUSTEE
CRAIG SHOPNECK, TRUSTEE**

For Cases Filed Under Chapter 13 in the United States Bankruptcy Court
Northern District of Ohio – Eastern Division (Cleveland)

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To: Chapter 13 Attorneys
From: Craig Shopneck, Chapter 13 Trustee
Date: Updated January 20, 2006
Re: Preferred Method for Receiving Pay Stubs, Tax Returns, Car Titles, etc.

Email is the Trustee office's preferred method for receiving pay stubs, tax returns, car titles, lease agreements, evidence of insurance, affidavits, business questionnaires, verification of expenses and other pre-confirmation and/or Trustee Recommendation documentation. The next best method is for attorneys to use the special fax number dedicated for use when sending case documents only. These two methods have two significant advantages: Less paper is printed and a record is created when the documents are sent and received.

PREFERRED METHOD: Sending scanned documents via email

Email documents to: *[To protect the Trustee's office from SPAM, the email address is not displayed on this website. Attorneys should contact the Trustee's office for the email address.]*

In order to email the documents the attorney scans the items and forwards them as an email attachment. This is similar to the way orders are sent to the Bankruptcy Court judges. **CAUTION:** One case only per email. Do not mix documents from different cases in your email. Because your email attachment becomes part of the electronic file for the case, mixing case documents into a single email will lead to documents being placed in the wrong case file.

NEXT BEST METHOD: Sending documents to the dedicated fax number

Fax documents to: 1-866-621-3627 (1-866-621-DOCS)

The Trustee's office has established a new fax number dedicated to receiving pay stubs, tax returns, etc. These faxed documents are not printed but instead are made a part of the electronic file for the case. **CAUTION:** One case only per fax. Do not mix documents from different cases in your fax. Because your fax becomes part of the electronic file for the case, mixing case documents into a single fax will lead to documents being placed in the wrong case file.

Please save this sheet for future reference when sending documents to the Trustee's office. The Trustee's office will continue to accept documents sent by US mail. If you have any questions or concerns regarding the receipt of your documents please contact Debra Sandifer at *[email address not shown]* or (216) 621-4268 ext 147.