

**Bankruptcy Documents
Registration for the Middle
District of NC**

Chapter 13 Trustees:

Greensboro/Durham -Anita Jo Troxler

Winston Salem-Brandi L. Richardson

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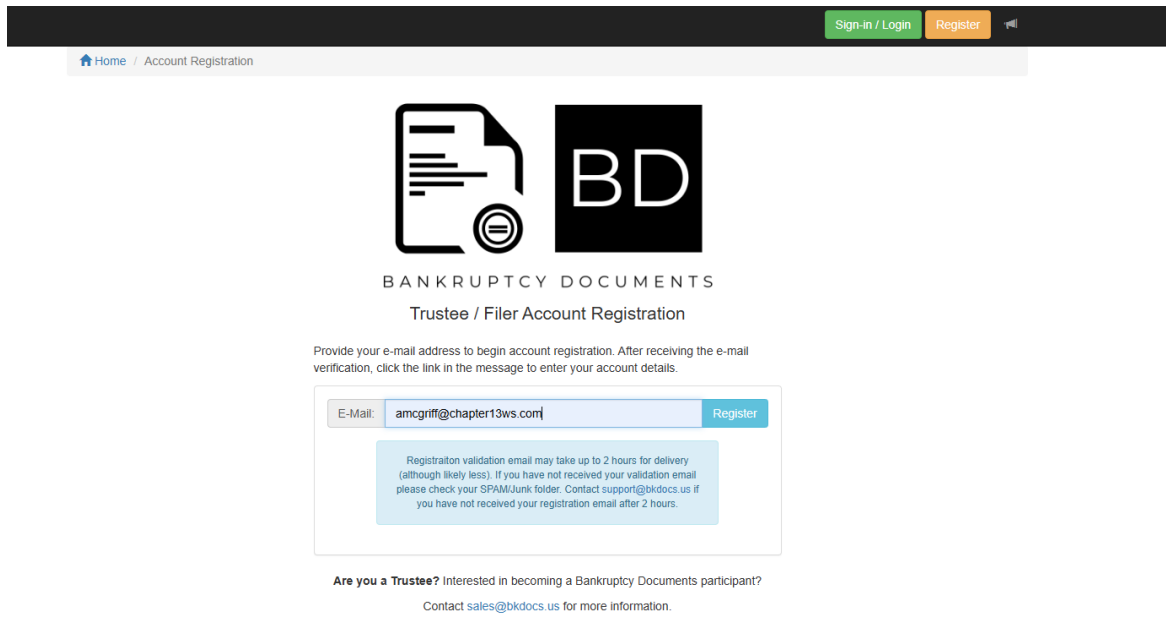
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Registration – Part 1

Filing privileges through Bankruptcy Documents for the Middle District of NC offices are granted through a two-part process requiring that all interested attorneys first create a filing account using the following url (Only one filing account is needed, which can be used for multiple trusteeships):

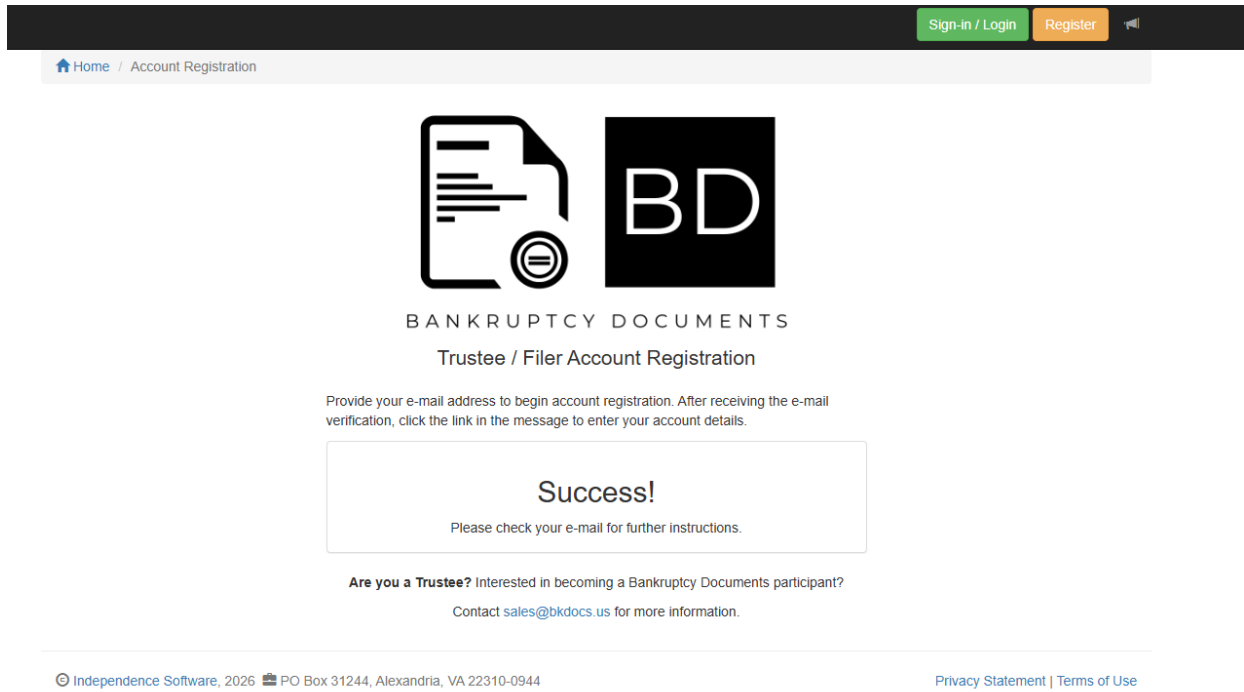
<https://www.bkdocs.us/account-register.html>

Once an email address has been entered, click on “Register” to the right of the email address box.



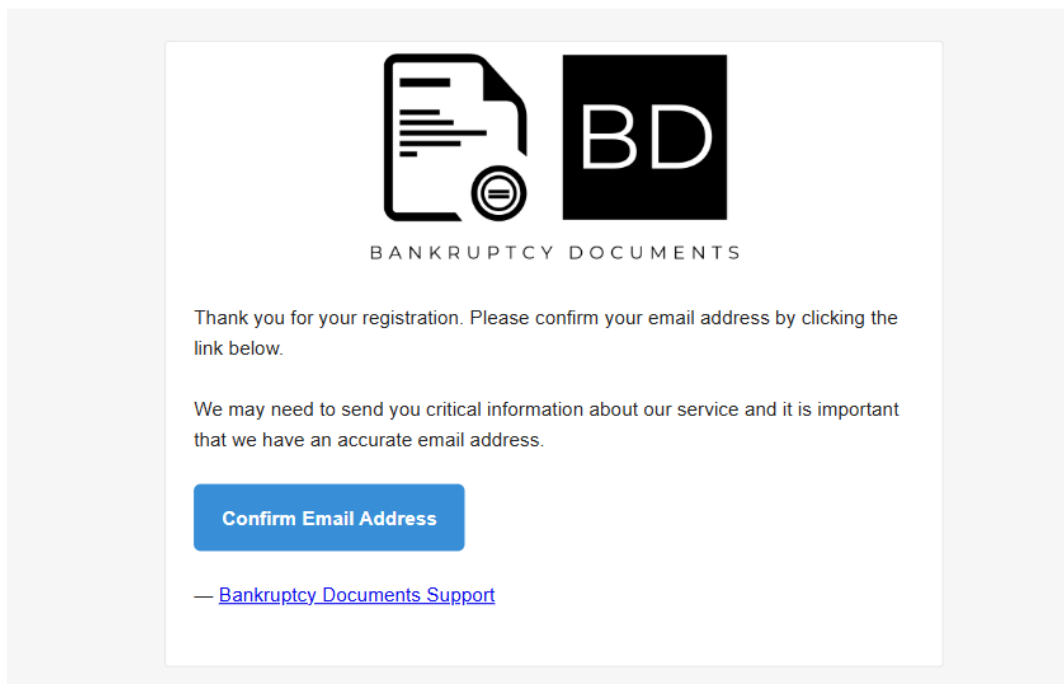
The screenshot shows the registration page for Bankruptcy Documents. At the top right, there are buttons for "Sign-in / Login" and "Register". Below the navigation bar, the page title is "Home / Account Registration". The main content area features the Bankruptcy Documents logo, which consists of a document icon with a scale of justice and the letters "BD" in a black square. Below the logo, the text reads "BANKRUPTCY DOCUMENTS" and "Trustee / Filer Account Registration". A message states: "Provide your e-mail address to begin account registration. After receiving the e-mail verification, click the link in the message to enter your account details." Below this message is a registration form with an "E-Mail:" label, a text input field containing "amcgriff@chapter13ws.com", and a "Register" button. A light blue box below the form contains the text: "Registration validation email may take up to 2 hours for delivery (although likely less). If you have not received your validation email please check your SPAM/Junk folder. Contact support@bkdocs.us if you have not received your registration email after 2 hours." At the bottom of the form area, there is a link: "Are you a Trustee? Interested in becoming a Bankruptcy Documents participant? Contact sales@bkdocs.us for more information."

The email address is now successfully added to Bankruptcy Documents; the following screen will appear directing the user to their email inbox for a confirmation email requesting that the user confirm the address by clicking on the “Confirm Email Address” button to enter additional details needed as part of the registration process.



The screenshot shows the top navigation bar with "Sign-in / Login" and "Register" buttons. Below the navigation bar is a breadcrumb trail: "Home / Account Registration". The main content area features the Bankruptcy Documents logo (a document icon with a scale) and the letters "BD" in a black square. Below the logo is the text "BANKRUPTCY DOCUMENTS" and "Trustee / Filer Account Registration". A message states: "Provide your e-mail address to begin account registration. After receiving the e-mail verification, click the link in the message to enter your account details." A white box with a black border contains the text "Success!" and "Please check your e-mail for further instructions." Below this box is a link: "Are you a Trustee? Interested in becoming a Bankruptcy Documents participant? Contact sales@bkdocs.us for more information." At the bottom of the page, there is a footer with "© Independence Software, 2026 PO Box 31244, Alexandria, VA 22310-0944" and "Privacy Statement | Terms of Use".

This is a sample of the confirmation email the user will receive:



The sample email features the Bankruptcy Documents logo (a document icon with a scale) and the letters "BD" in a black square. Below the logo is the text "BANKRUPTCY DOCUMENTS". The email body contains the following text: "Thank you for your registration. Please confirm your email address by clicking the link below." and "We may need to send you critical information about our service and it is important that we have an accurate email address." Below this text is a blue button with the text "Confirm Email Address". At the bottom of the email is a signature line: "— [Bankruptcy Documents Support](#)".

This is a sample of the additional details screen that will appear after clicking on “Confirm Email Address” button.

The screenshot shows a web browser window with the URL <https://www.bkdocs.us/registration.php?sig=%2Bc2Tavhd0zrn0%2FvE1qg%2B5vjk8kwy7q882m75un4%3D&email=amcgriff%40chapter13ws.com>. The page title is "Registration Details" and features the "BANKRUPTCY DOCUMENTS" logo. A message states: "Your registration is almost complete. Use the form below to provide your account details to complete registration." The form includes the following fields:

- Username:** amcgriff@chapter13ws.com
- Account Type:** Attorney (dropdown menu)
- First Name:** (text input)
- Last Name:** (text input)
- Company / Firm:** (text input)
- Address:** (text input)
- City:** (text input)

Below the "Company / Firm" field, it says "Multiple entities on separate lines." There are "Sign-in / Login" and "Register" buttons in the top right corner.

The user will receive the following message at the top of the screen to indicate Part 1 of the registration process is complete

The screenshot shows a confirmation message overlay on top of the registration form. The message reads: "Your registration is complete! You may choose to request access from a Trustee or proceed to the main landing page." Below the message are two buttons: "Request Trustee Access (Recommended)" and "Proceed to Filer Home". The background shows the registration form with the following visible fields:

- City:** Anytown Usa
- State:** North Carolina (dropdown menu)

The "Sign-in / Login" and "Register" buttons are also visible in the top right corner.

Registration – Part 2

Part 2 of the registration process requires that the user request access from the trustee’s office to be able to file documents with that office by:

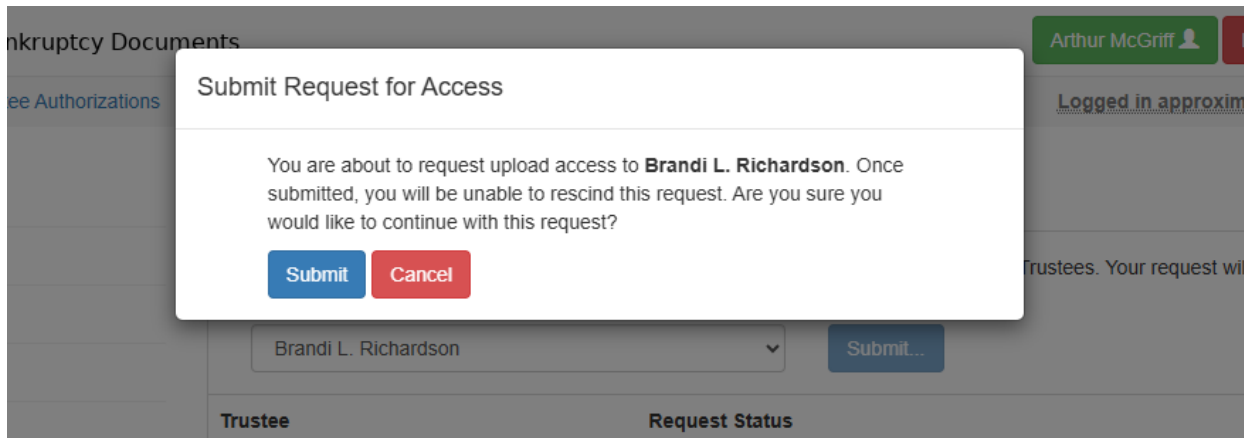
Clicking on the “Request Trustee Access (Recommended)” button which causes the following Trustee Authorizations screen to appear:

The screenshot shows the 'Trustee Authorizations' page in the Bankruptcy Documents system. The user is logged in as Arthur McGriff. The page features a navigation menu on the left with options like Home, Report Access, Case Check List, Document Upload, Matters Calendar, Debtor Education, Trustee Authorizations, Documents Report, Document Inbox, Account, and HELP. The main content area has a heading 'Trustee Authorizations' and a message: 'You must be authorized to upload a document. You may request permission from multiple Trustees. Your request will be sent to the Trustee and you will be informed when your request has been approved.' Below this message is a form with a dropdown menu labeled 'Request Access ...' and a 'Request' button. The dropdown menu is open, showing a list of trustee names. The table below the form has columns for 'Trustee' and 'Request Status'.

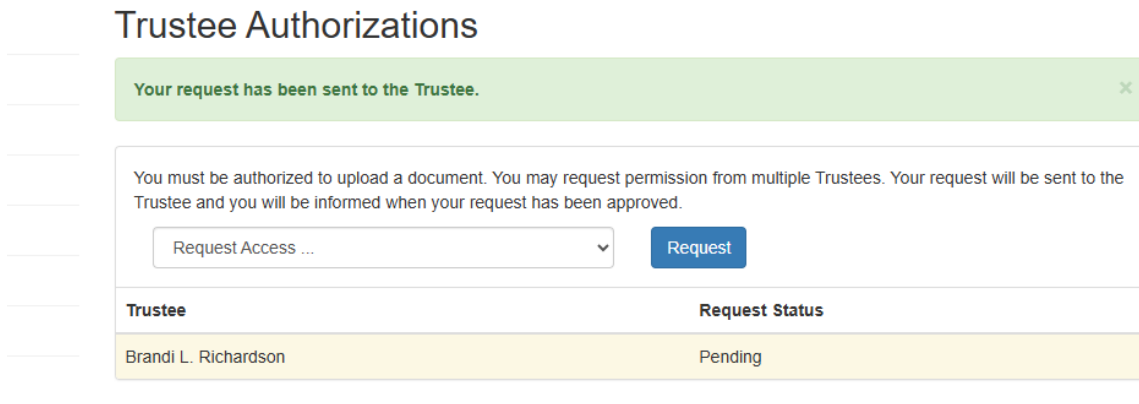
Using the drop-down menu to the right of “Request Access”, select the name of the trustee where access is being requested, so that the trustee’s name appears in the box as shown below. Click the “Request” button.

This screenshot is similar to the previous one, but the dropdown menu is now closed and 'Brandi L. Richardson' is selected and displayed in the input box. The 'Request' button remains visible. The rest of the page layout, including the navigation menu and footer, is identical to the previous screenshot.

Click “Submit” when the following message appears:



The user receives the following message to show the request has been sent to the trusteeship requesting access to upload documents with that office. Your account will go into a pending status until the trusteeship approves your request for access.



Email Confirming Status of Request for Access

Only one account is needed to be able file documents with multiple trusteeships. Once the account setup is completed, there will be an opportunity to register with each individual trustee's office with whom you are a party-in-interest. The Trustee will review the access request and send an e-mail regarding the status of the request (Approval or denial). The following is a sample of what the email will look like coming from trusteeship where the request was made:

Hi, Dan Wilkins

Bankruptcy Documents Trustee Approval.

YOU'VE BEEN APPROVED! You have been approved to upload documents with **Anita Jo Troxler**.

Bankruptcy Documents Trustee Approval

You have been approved to upload documents with your Trustee, **Anita Jo Troxler**. You may begin uploading documents to your Trustee immediately. Login to Bankruptcy Documents now using the button below.

[Login Now](#)

Contact Info:

&

Email: support@bkdocs.us

Address: P.O. Box 31244 Alexandria, VA 22310

[Terms](#) | [Privacy](#) | [Unsubscribe](#)

Uploading A Document

You may now start to upload your information.

When you upload to your case, the case must be Active in our system.

Enter case number WITHOUT a dash. All documents must be in PDF format. No sharefile or dropbox. The file size cannot exceed 10MB.

Acceptable Document Types (1 of 6 categories)

IDDOC – ID Documents

TXRTRN – Tax Returns

MSTMT – Mortgage Statements

INCDOC – Income Documents

MISC – Misc/Other

RETSTMT – Retirement/401k Statements

To Upload Documents, when logged into Bankruptcy Documents, from the home screen, click “Document Upload”, which launches the following screen where you will select the office that will receive the upload:

Document Upload

Step 1: Choose Your Trustee

Richardson, Brandi L. Change Trustee

To change Trustee click the "Remove default" button.

Step 2: Select or Drag & Drop Your File(s)

You may select or drag & drop one or as many as ten documents at one time. You may also perform multiple selections by clicking the "Browse..." button repeatedly. **However you select your file(s), you may have no more than ten files in queue at one time.**

Browse...

Maximum file upload size 10 MB as set by Trustee.
Accepted document types are: Adobe Portable Document Format (PDF)

Send File(s)... Reset

Sending from IP: 66.57.151.82

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2.14

Browse to the location where the document is saved and select the file to be uploaded. An additional section appears on the screen as Step 3 where a valid case number should be entered, and the Document Type is selected from the drop-down menu. Click “Send Files”

Step 3: Identify Your File(s)

Click on the file name to expand the section and provide details for each file. Once all the details are provided for each file the individual panel will turn green.

QUEUE: 1

20260325120059830.pdf

Cases may take 3-5 business days to be sent from the Trustee.

2026032 Select Document Type

CASE NOT FOUND. Document type must be selected.

Document description (max. 140 characters)

You have 140 characters remaining.

Remove File

Send File(s)... Reset

Sending from IP: 66.57.151.82

Using Document Report

To get a record of files uploaded you can click Document report on Left side of screen.

Home
Report Access
Case Check List
Document Upload
Matters Calendar
Debtor Education
Trustee Authorizations
Documents Report
Document Inbox
Account
HELP

This will give you a record of documents you have uploaded to the system.

If a document is in question, please have a document Serial Number when contacting the Trustees office. It will begin with DOC

Search:

Serial Number	Size	Comment
DOC130000000000711094	49680 KB	test test test
DOC130000000000670603	45585 KB	zxcvb
DOC130000000000670600	420986 KB	qwerty
DOC130000000000646803	44831 KB	test

If you have any Questions, Please the following individuals for questions regarding the Trustee's office:

amcgriff@chapter13ws.com – Questions for Brandi L. Richardson's office

support@chapter13gboro.com – Questions for Anita Jo Troxler's office