

Submitting 341 Documents

for the Trustee's Office of Kelly M. Barnhart

Accessing the Service

The easiest way to navigate to the service to submit documents is to navigate to the Trustee's 13Network site.

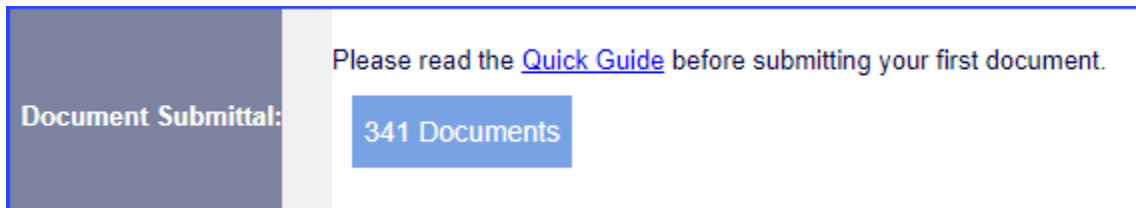
The first method is to navigate to <https://www.13network.com> and the Virginia trustees' section and choose Kelly M. Barnhart (Suffolk).

Virginia	Angela M. Scolforo (Charlottesville)
	Gregory D. Stefan (Chesapeake)
	Carl M. Bates (Richmond)
	Christopher Micale (Roanoke)
	Kelly M. Barnhart (Suffolk)

The second method is to navigate directly to the Trustee's site using this link -

<https://www.13network.com/trustees/por/porhome.aspx>.

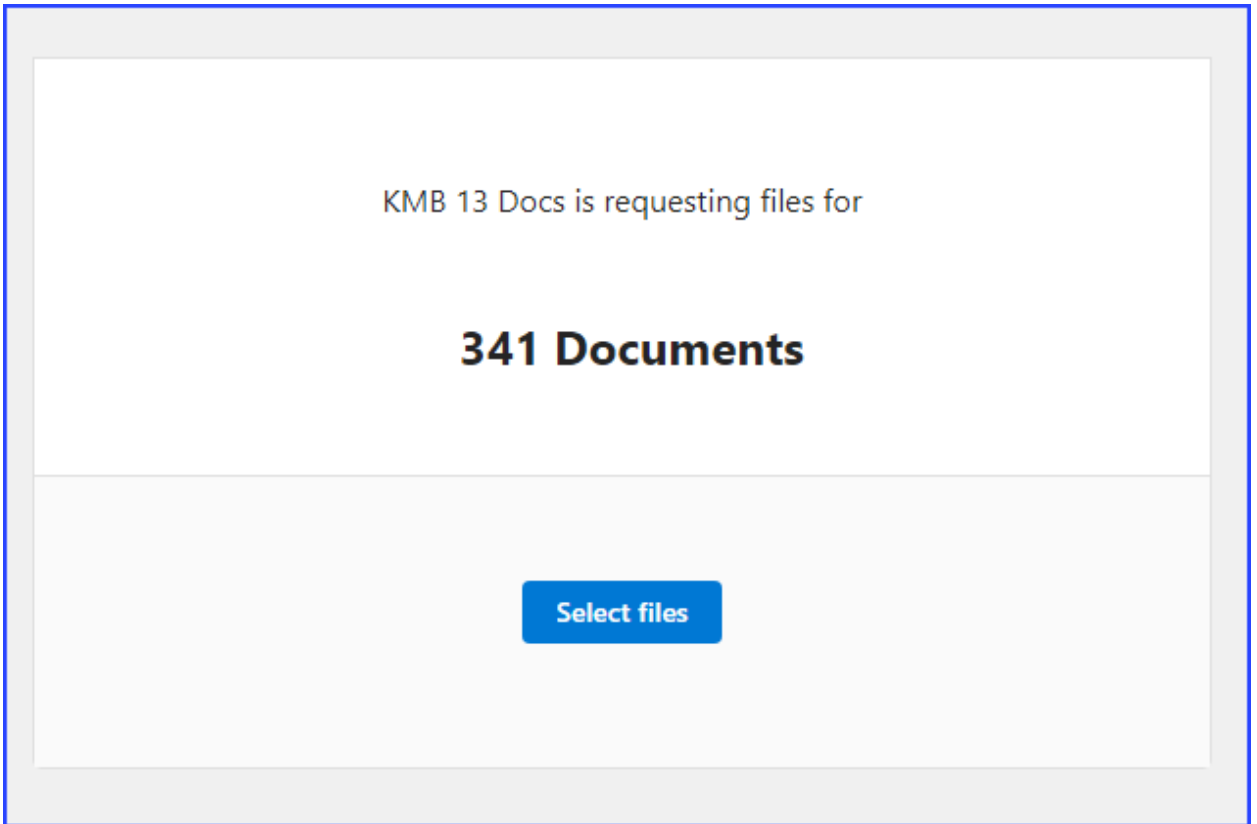
Once on the Trustee's site, look for the Document Submittal section and click the 341 Documents button.



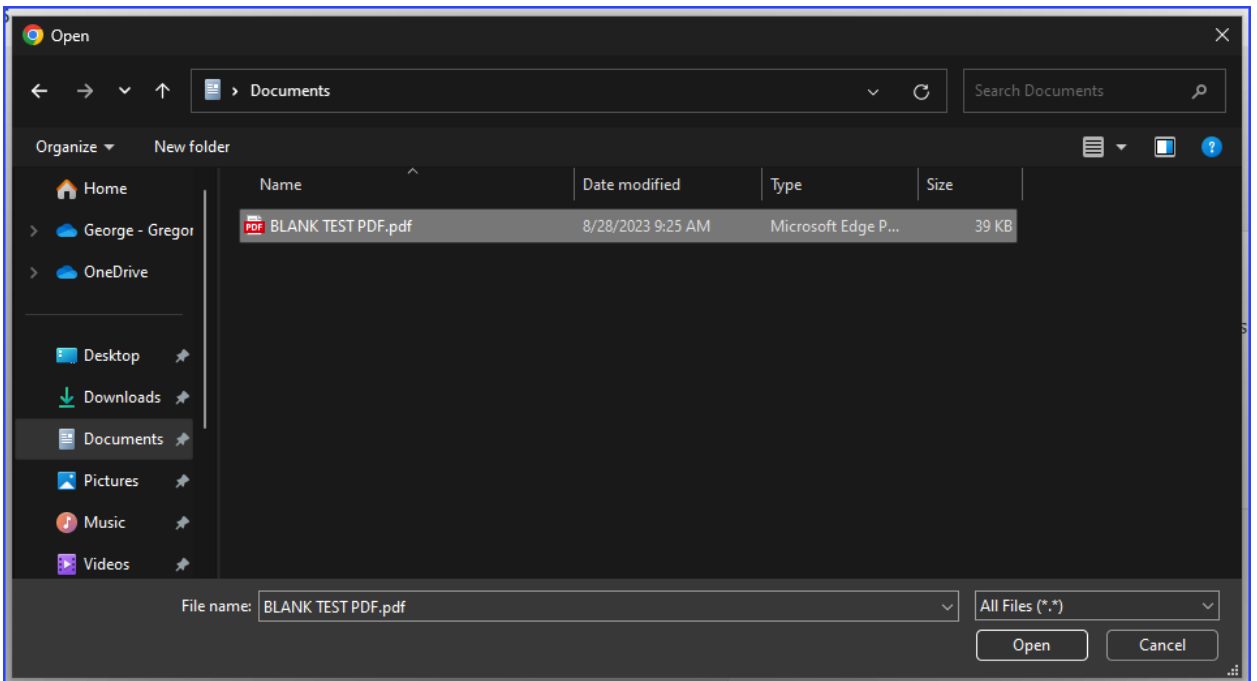
Uploading Documents

After successfully reaching the Microsoft 365 service, you may begin submitting files to the trustee's office. Please follow these instructions or your documents may not be identified properly and may delay the documents from being imported into the trustee's case management system. All files should be submitted in PDF format when possible.

1. Click the "Select files" button.



2. A File Dialog box will appear, and you can navigate to your files. Select your file or files to upload and click Open. Please note you should only select one case's files at a time, because there is only one place to enter the case number associated with the files.



3. A list of your file or files will appear. You can choose to add more files by using the “+ Add more files” link or fill out the fields. Again, they must be associated with the same case. Once your file list is finalized, fill out the First Name and Last Name fields with the following information. Enter the seven (7) digit case number without dashes or Judge code in the First Name field and only the First Name field. In the Last Name field, enter Debtor 1’s Last Name only associated with the case number entered.

KMB 13 Docs is requesting files for

341 Documents

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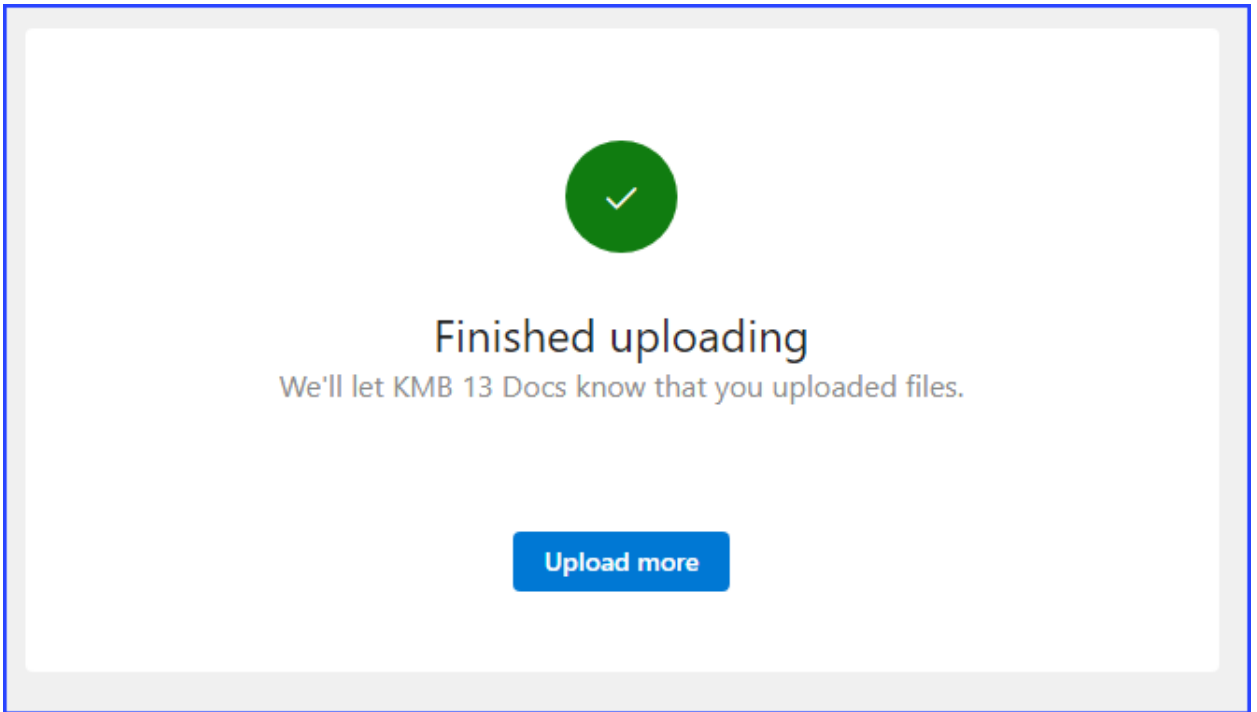
[+ Add more files](#) Total 1 file 38.0 KB

First name *

Last name *

Upload

4. Click the “Upload” button and await confirmation as seen below.



5. If you have more files to submit, you may click “Upload more”. Please note, when you upload more it will prepopulate the First name and Last name fields with what you entered before so make sure you change them if you are submitting files to a different case.