



Effective October 1, 2016, the Babin Trust Operation will utilize 13documents.com for document management. Documents now can be uploaded through a secure portal. 13documents.com uses high-grade SSL connections to secure documents during transport. Documents are encrypted upon receipt at 13documents.com and remain encrypted using high-grade PGP encryption.

With 13documents.com, an attorney can send documents to multiple trustees from one site. The attorney can view document upload history with date/time stamps. Uploads only can be made on cases that are assigned to a specific Trustee which will prevent the personally identifiable information being forwarded to an incorrect Trustee.

The Babin Trust Operation can accept the following document types through 13documents.com:

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|-----------------|--------------------------------------|
| Business Case – | Business Operating Reports |
| Business Case – | Business Questionnaire |
| Business Case – | Miscellaneous Business Information |
| Debtor Info – | Debtor Change of Address |
| Debtor Info – | Payroll Change Info |
| DSO – | DSO Information |
| Employer Info – | Employer Change of Address |
| Legal – | Expense Documentation |
| Legal – | Settlement Statement |
| Tax Doc – | Annual Returns/Transcripts |
| Tax Doc – | Pre Confirmation Returns/Transcripts |

To Use 13documents.com you must register for access. One login per law firm is suggested. Registration is free.

[Register](#)

If you are already a registered 13documents.com user, you can request authorization to start sending documents to the Babin Trust Operation. Log in to 13documents.com, click on “Request Trustee Authorizations” on the left hand side of the Home Screen), and add Joyce Babin, Trustee.

[Sign-in / Login](#)

Please email afinney@13ark.com if you have any questions. Thank you.

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