

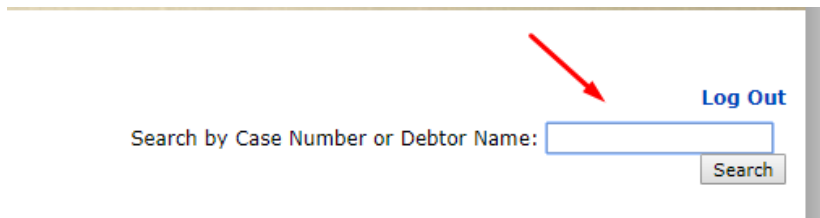
**Upload Procedures for Office of
Thomas H. Hooper, Chapter 13 Trustee**

Request to submit taxes if you are Debtor Attorney or Pro Se Debtor at taxesinquiry@chicagoch13.com with your **law firm** and **case number** or state you are **Pro Se** if you don't have an attorney. You can have one login for your firm or multiple logins.

An email with the username, password and website link to log in will be send to you once you submitted a request at taxesinquiry@chicagoch13.com

Once logged in

Search by case number if you have large case load.



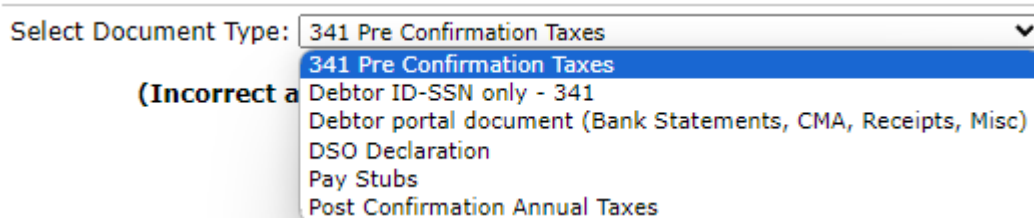
A screenshot of a web interface showing a search bar. The text "Search by Case Number or Debtor Name:" is followed by a text input field. To the right of the input field is a "Search" button. Above the input field, the text "Log Out" is visible. A red arrow points to the search input field.

Click on **submit documents** on the right corner of the case



A screenshot of a web interface showing a blue button labeled "Submit Documents". A red arrow points to the button.

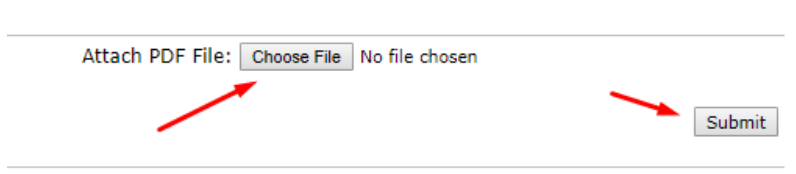
Select the document type



A screenshot of a web interface showing a dropdown menu for "Select Document Type:". The menu is open, showing several options. The first option, "341 Pre Confirmation Taxes", is highlighted in blue. A red arrow points to this option. The text "(Incorrect a" is visible to the left of the dropdown.

Select Document Type:	341 Pre Confirmation Taxes
(Incorrect a	341 Pre Confirmation Taxes
	Debtor ID-SSN only - 341
	Debtor portal document (Bank Statements, CMA, Receipts, Misc)
	DSO Declaration
	Pay Stubs
	Post Confirmation Annual Taxes

Attach PDF and click on submit (combine pre-confirmation taxes)



A screenshot of a web interface showing a file upload section. The text "Attach PDF File:" is followed by a "Choose File" button and the text "No file chosen". To the right of this section is a "Submit" button. Two red arrows point to the "Choose File" and "Submit" buttons.

Successfully uploaded documents will show a date and time stamp of when you uploaded in the case