

## Chapter 12 E-Mail Address Information

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[trustee@simonch13trustee.com](mailto:trustee@simonch13trustee.com)

**If in doubt, please forward your request as follows:**

**Case Administration/Proof of Claims:** [rebeccas@simonch13trustee.com](mailto:rebeccas@simonch13trustee.com)

**Delinquencies & Base Balance Requests:** [mirandar@simonch13trustee.com](mailto:mirandar@simonch13trustee.com)

**Staff Attorney:** [maryl@simonch13trustee.com](mailto:maryl@simonch13trustee.com)

**Objections:** [sandiego@simonch13trustee.com](mailto:sandiego@simonch13trustee.com)

**341 id's:** [12341id@simonch13trustee.com](mailto:12341id@simonch13trustee.com)\*

**Pay Advices:** [12payadvices@simonch13trustee.com](mailto:12payadvices@simonch13trustee.com)\*

**Tax Returns:** [12taxreturns@simonch13trustee.com](mailto:12taxreturns@simonch13trustee.com)\*

**Bank Statements:** [12bankstatements@simonch13trustee.com](mailto:12bankstatements@simonch13trustee.com)\*

**\* For the above referenced email addresses only, please ensure you strictly follow these guidelines:**

- The subject line of the email address must contain ONLY the Debtor(s)' case number (with or without a hyphen). ***Please do not include any punctuation in the subject line of the email.*** If this is not followed, you will get an email notification indicating the message was rejected for not containing a valid 7-digit case number. You may place any other information you deem necessary/appropriate in the body of the email.
- You **MUST** include a PDF attachment to the email. Further, the document(s) being submitted must be combined into a SINGLE pdf attachment. If an attachment is not detected, you will get an email notification indicating the message was rejected for this reason. ***Also please note that while the system will not reject an email that contains multiple attachments, it will only recognize and maintain the first attachment.***