

Guide to creating account with NDC.org

Access is needed for NDC.org to obtain voucher information relative to ACH Disbursements sent to you each month. This access will also allow you track your debtor's receipts and disbursements throughout the life of the case.

Note these instructions are only for Debtor Attorneys. If you are a creditor or representing creditors, then you should contact the NDC about our regional and national subscription programs.

Establishing new credentials on ndc.org requires the following information to be sent to HELP@NDC.org:

1/ Firm Name

2/ Name of Attorney of Record for Case(s) to which you are requesting access to

3/ Your Firm's Address – CURRENT ADDRESS AND ANY OTHER ADDRESS YOUR FIRM HAS HAD IN LAST 5 YEARS

4/ Firm's Phone Number

5/ Email must be for the Attorney of Record and also be the email used to communicate with the Trustee office and the BK Courts.

6/ Include a DIRECT LINE phone number with a contact name if additional info is required

7/ Name of Chapter 13 Trustee(s) that you have cases with

8/ Indicate 2 or 3 Chapter 13 cases (with EACH TRUSTEE if there is more than one) in which you are the Attorney of Record, include the -

1. Case number

2. Debtor Last name

3. Trustee assigned to case

Due to heightened authentication rules ndc.org will need to validate your interest in these cases, create your Debtor Attorney account, and build the portfolio of cases to which you are indicated as the Attorney of Record. This process can take between 3 and 5 business days. We will respond with an email (to the email address indicated above) which will complete the process.

Thanks for using the NDC free Debtor Attorney Service

Regards,

National Data Center

www.ndc.org