Web Access User Manual

www.13software.com

Version 1.1
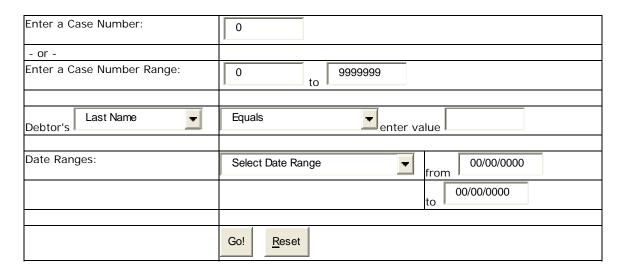**1/22/2009**

Contents

Requesting an Account

1. **Launch a web browser (Internet Explorer, Firefox, Safari)**

2. **Type the following address in your address bar at the top of the window, or just click here: http://www.13network.com**

3. **Click on the <u>James M. Wyman</u> link which is located in the third column group from the left and is listed under South Carolina**

4. **Click on the <u>Web Access Agreement and Request A Login</u> link which is located in the red box under New Users**

5. **Review the agreement and we also suggest that you print a copy for your records. Then, click on <u>Request a LOGIN</u> which is located at the bottom of the page**

6. **Fill out as much information as possible in the form that appears and then click on <u>Submit</u> (note: including as much information as possible will greatly reduce the time it takes to be approved for and to be granted an account)**

7. **Within 2 business days, you will receive a confirmation Email message at the Email address that you provided in the login request form**

Finding a Case

1. **After you have requested an account and have received your confirmation Email, you can log in by doing the following:**
    a) **Type the following address in your address bar at the top of the window, or just click here:**
       http://www.13network.com

    b) **Click on the James M. Wyman link which is located in the third column group from the left and is listed under South Carolina**

    c) **Click on the Chapter 13 Inquiry link which is located in the red box under Authorized Users Log-In Here**

    d) **Type in your User ID and Password that you specified when you requested an account**

2. **Finding the appropriate case: after you log in, you will immediately be presented with a variety of search options:**

Enter a Case Number:	0		
- or -			
Enter a Case Number Range:	0 to	9999999	
Debtor's Last Name ▼	Equals ▼	enter value	
Date Ranges:	Select Date Range ▼	from	00/00/0000
		to	00/00/0000
	Go! Reset		

   a) **Enter a Case Number: This is the easiest way to access case information, but it requires that you know the case number. If you have this information, then enter it as a seven digit number. Do not enter the dash or any letters.**

b) <u>Enter a Case Number Range</u>: This allows searching for multiple cases at one time over a range and should also be entered as seven digit numbers only.

c) <u>Debtor's</u>: This search method provides a variety of options. If you click the downward arrow next to <u>Last Name</u> a drop-down box will appear with other search criteria options. The box on the far right is where the actual search should be entered (e.g. "Doe" for the last name).

The drop-down box in the middle provides advanced controls for searching:

- i) <u>Equals</u> is the default and will return any exact matches to what is entered;
- ii) <u>Starts with</u> will return anything that at least starts with what is entered (e.g. if you type "Do" for the last name, then anyone with a last name that begins with 'D' and then 'o' will be returned (e.g. Doe, Dolfer, Donald etc.);
- iii) <u>Is Like</u> can be used in the following ways: use the wild card % to search for any string of matching characters (e.g. THOM% will find THOMAS and THOMPSON), or use the wild card _ (underscore) to search for single characters (e.g. SM_TH_ will find SMITH and SMYTHE).

d) <u>Date Ranges</u>: The drop-down box in the middle gives many different particular date event options (e.g. First Payment Due Date). Please use the following format for entering dates: mm/dd/yyyy.

3. **Returning to the Search Window: Using the <u>back</u> button for your browser will not always work if your search fails. If you need to search again, then click on the <u>Case Query</u> tab at the top left corner of the screen underneath <u>13Network</u>, or click on <u>Click Here for a new Search</u> which is located in the top right corner of the screen under <u>LogOut Now</u>. You can also search at anytime by using the search box in the top right corner of the screen, shown as follows:**
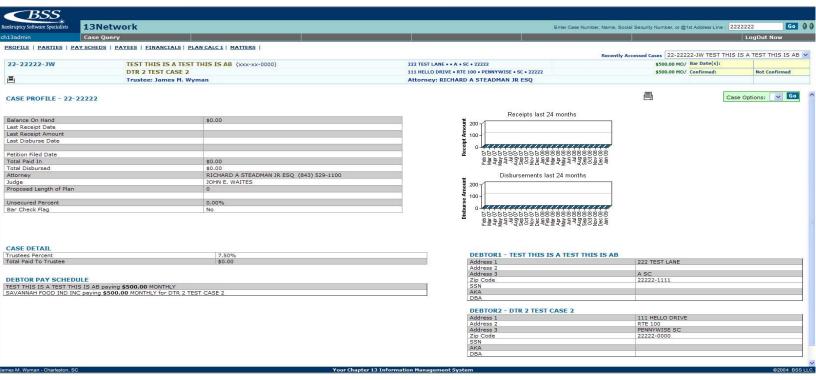
Enter Case Number, Name, Social Security Number, or @1st Address Line : [   ] **Go**

A detailed guide for using this main search feature is as follows:

- **Case numbers should be entered as a 7 digit number. Entering part of a case number will return all cases beginning with that number.**

- **Names can be entered as *Last Name* or *Last Name, First Name*. For example, entering 'Smith' will give you all the debtors whose last names begin with 'Smith'. Entering 'Smith, John' will give you all the debtors whose last names are 'Smith' and whose first names also begin with 'John'.**

- **Social security numbers are entered with the dashes. For example, a social security number of '123456789' is entered as '123-45-6789'. '1234-' would return all SSN's beginning with '1234'. '-6789' would return all SSN's ending with '6789'. '34-56' would return all SSN's containing '3456'.**

- **Addresses are entered by beginning the search string with an '@'. For example, to search for any living on Maple street you would enter '@MAPLE'. This would find all addresses that contain 'Maple'.**

- **You can also search by Zip Code by entering an '!' and all or part of the Zip. For example, '!3812' would find all Zips beginning with '3812'.**

Accessing Case Information

If your search returns the case of interest, then click on the underlined case number in the far left column. This brings you to the homepage for the case that is also known as the PROFILE. There is a Recently Accessed Cases drop-down menu in the top right hand corner of the window that will appear on every page of case information. There are also links, appearing on every page, to other pages near the top left corner of the window. An example of the PROFILE page is shown here.

From within an accessed case, you can click on any of the links that appear in the upper left hand corner to get more detailed information. They are shown here:

PROFILE | PARTIES | PAY SCHEDS | PAYEES | FINANCIALS | PLAN CALC 1 | MATTERS |

PROFILE

This is the main page for the case and it provides general information such as debtor addresses and summarized financial information.
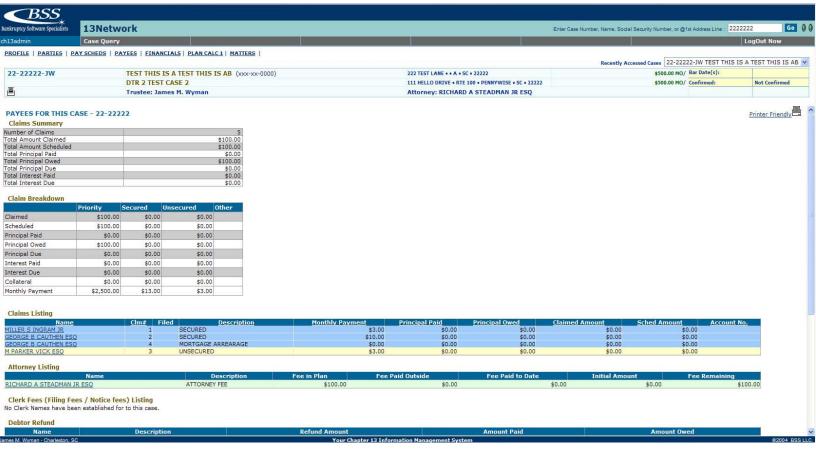
PARTIES

This page lists everyone that is associated with the case. This includes debtors, attorneys, employers, and creditors. You can click on the name of any party to bring up their contact information and address.

PAY SCHEDS

This page provides details about the amount and scheduling of the payment plan. A more detailed schedule can be accessed by clicking on Click to View Debtor schedules. This page also provides information about any delinquent balances.

PAYEES

This is where everyone who is going to receive payments for the case is listed including creditors, attorneys, and even debtors if a refund becomes due. There are details about claims and the amount of payments. You can also access more detailed creditor information by clicking on the creditor name.

BSS Bankruptcy Software Specialists | **13Network** | Enter Case Number, Name, Social Security Number, or @1st Address Line : `2222222` **Go**

ch13admin | Case Query | LogOut Now

PROFILE | PARTIES | PAY SCHEDS | PAYEES | FINANCIALS | PLAN CALC 1 | MATTERS |

Recently Accessed Cases `22-22222-JW TEST THIS IS A TEST THIS IS AB`

22-22222-JW	TEST THIS IS A TEST THIS IS AB (xxx-xx-0000)	222 TEST LANE • • A • SC • 22222	$500.00 MO/	Bar Date(s):	
	DTR 2 TEST CASE 2	111 HELLO DRIVE • RTE 100 • PENNYWISE • SC • 22222	$500.00 MO/	Confirmed:	Not Confirmed
	Trustee: James M. Wyman	Attorney: RICHARD A STEADMAN JR ESQ			

PAYEES FOR THIS CASE - 22-22222   Printer Friendly

Claims Summary

Number of Claims	5
Total Amount Claimed	$100.00
Total Amount Scheduled	$100.00
Total Principal Paid	$0.00
Total Principal Owed	$100.00
Total Principal Due	$0.00
Total Interest Paid	$0.00
Total Interest Due	$0.00

Claim Breakdown

	Priority	Secured	Unsecured	Other
Claimed	$100.00	$0.00	$0.00	
Scheduled	$100.00	$0.00	$0.00	
Principal Paid	$0.00	$0.00	$0.00	
Principal Owed	$100.00	$0.00	$0.00	
Principal Due	$0.00	$0.00	$0.00	
Interest Paid	$0.00	$0.00	$0.00	
Interest Due	$0.00	$0.00	$0.00	
Collateral	$0.00	$0.00	$0.00	
Monthly Payment	$2,500.00	$13.00	$3.00	

Claims Listing

Name	Clm#	Filed	Description	Monthly Payment	Principal Paid	Principal Owed	Claimed Amount	Sched Amount	Account No.
MILLER S INGRAM JR	1		SECURED	$3.00	$0.00	$0.00	$0.00	$0.00	
GEORGE B CAUTHEN ESQ	2		SECURED	$10.00	$0.00	$0.00	$0.00	$0.00	
GEORGE B CAUTHEN ESQ	4		MORTGAGE ARREARAGE	$0.00	$0.00	$0.00	$0.00	$0.00	
M PARKER VICK ESQ	3		UNSECURED	$3.00	$0.00	$0.00	$0.00	$0.00	

Attorney Listing

Name	Description	Fee in Plan	Fee Paid Outside	Fee Paid to Date	Initial Amount	Fee Remaining
RICHARD A STEADMAN JR ESQ	ATTORNEY FEE	$100.00	$0.00	$0.00	$0.00	$100.00

Clerk Fees (Filing Fees / Notice fees) Listing
No Clerk Names have been established for this case.

Debtor Refund

Name	Description	Refund Amount	Amount Paid	Amount Owed

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FINANCIALS

This page presents the most detail about case finances and is similar to a typical bank statement. All financial events related to the case are initially displayed. The colored bar of links allow for specific filtering, as desired, by the criteria shown below.

Receipts	Rcpts/Deb Refunds	Disbursements	Adjustments	Trustee Disb	Trustee Adj

The **Show All** button to the right of the links removes any filtering and returns the page to its initial state. There are more buttons and also drop-down menus for filtering positioned below the links that were discussed above. They are shown here:

Limits: Select Start Date ▼   Select Claim ID ▼   Select Payee Name ▼

And

Check Status: Cleared | Stale Dated | Stop Payment | Cancelled | Voided | Outstanding

PLAN CALC 1

MATTERS

Not available at this time.

James M. Wyman
CHAPTER 13 TRUSTEE
Online Access Agreement & Terms

BY accessing, browsing, and using this Site, you agree to be bound by the terms and conditions described below and all policies and guidelines incorporated by reference. IF YOU DO NOT AGREE TO THESE SITE TERMS OR ANY SUBSEQUENT MODIFICATION, do not access, browse or otherwise use this site.

The office of James M. Wyman, the Chapter 13 Trustee ("Trustee") will provide service (the "Service") consisting of access to certain administrative and case data maintained by Trustee. The Service and Web site are available to debtor(s) assigned to Trustee, their creditors and attorneys for these debtors and creditors (collectively known as "Users").

<u>Recitals</u>

A. The Trustee has duties under the Federal Bankruptcy Code to furnish information relating to the Chapter 13 Bankruptcy cases administered.

B. The Trustee maintains an Internet site (the "Website") which has the capacity to allow parties in interest to have remote access via the Internet to the computerized information, records and data (the "Information") used by the Trustee in processing and administering the Chapter 13 bankruptcy cases for which the Trustee is responsible, and the Trustee desires to afford to interested parties access to the information in an effort to expedite the flow of information between the Trustee and parties in interest in Chapter 13 cases.

C. User desires to avail itself of the service offered by the Trustee, upon and subject to the terms, conditions, limitations and disclaimers hereinafter set forth.

<u>AGREEMENT</u>

The Trustee hereby agrees to allow User access to the Information and the Website from time to time upon and subject to the terms, conditions, disclaimers and limitations, set forth below. To induce the Trustee to provide access to the Information and the Website, as hereafter provided, User hereby acknowledges, covenants and agrees as follows:

1. **Login and Password: To obtain a login, please complete the short on-line application found under the 'Request a User ID' link on our home page.** Only one login per office will be provided. The password can be up to 8 characters (A-Z and/or 0-9, no spaces). User shall keep the login and password confidential. Please do not use any words or numbers in the password which might be identifiable with you or any member of your office.

2. **Limited Undertaking of the Trustee** : The sole undertaking of the Trustee herein is to use reasonable efforts to make the Information available to User from time to time for the limited purposes herein provided for.

3. **Limitation on Use of Information:** The Information is furnished by the Trustee, and shall be used by User, solely for internal informational purposes and only in connection with specific Chapter 13 bankruptcy cases in which the User is a party in interest or an agent or attorney of a party in interest. The Trustee shall have at all times the sole and exclusive right to custody and control of the Information. User shall not (a) use, or suffer any third party to use, the Information for any unlawful, tortuous or malicious use; or (b) use, or suffer any third party to use, the Information in connection with the sale or solicitation of sale of goods or services to or concerning

any debtor, creditor, attorney or other person or party whose name, address or identity is first obtained from the Information.

5. **Responsibility for Equipment:** User shall furnish and maintain, at its sole cost and expense, all equipment, including terminals, personal computers, peripherals, modems, printers, hardware and software used by it to connect to or gain access to the Website furnished by the Trustee. User assumes all risk of loss or damage to all such equipment or property, including any such equipment or property located within the custody or control of the Trustee.

6. **Regulation by the Trustee:** User expressly acknowledges and agrees that the Trustee may at any time exercise control over the Website and/or implement and enforce, without notice, such rules, regulations, guidelines and restrictions as the Trustee sees fit with respect to the use of and access to the Information by User, including the following:

a. Interruption or temporary termination of User's access to the Website when and as deemed necessary by the Trustee for purposes of security, systems administration or any other purpose;

b. Such other rules, regulations, guidelines and restrictions as the Trustee deems necessary or appropriate for any reason whatsoever.

7. **Corruption of the Information:** User shall not attempt to tamper with, corrupt, alter or modify in any respect the Information or any information, data, instructions, commands or programs stored or contained in or generated on the Website.

8. **Disclosure and Disclaimers:** User understands and acknowledges that the Information:

    a. Is comprised of data from the Trustee's computerized database that has been transferred to an internet site, in general, one to four business days   of the close of business on any given Chapter 13 business day, and does not, therefore, represent the most timely or complete information available to the Trustee;

    b. Has, in many cases, been provided to the Trustee by third parties and/or has not been audited or verified by the Trustee's staff,

    c. Does not necessarily reflect all work in process by the Trustee staff with respect to any particular;

    d. May not reflect the most current information that has been received by the Trustee or filed with the Court;

Accordingly, the Trustee assumes no responsibility for the accuracy, completeness or timeliness of the Information and expressly DISCLAIMS ANY REPRESENTATION OR WARRANTY WHATSOEVER WITH RESPECT TO THE ACCURACY, COMPLETENESS OR TIMELINESS OF THE INFORMATION AND WARRANTY OF FITNESS OF THE INFORMATION FOR ITS INTENDED PURPOSE. The Trustee expressly and specifically disclaims any responsibility or liability to User or any third party on account of loss or damage arising from any error or omission of any kind in the Information. User, therefore, acknowledges that it should not rely on the

Information without independent verification from other sources from which it would customarily seek information were it not available hereunder (such as the Courts' dockets, pleadings files, claims registers, etc.).

9. **Indemnification:** User hereby expressly agrees, notwithstanding any negligence or alleged negligence on the part of the Trustee, to indemnify and hold the Trustee, and the Trustee's successor(s), agents, servants and employees from any and all loss, liability, cost or expense arising out of or related to a breach of this Agreement by, or the use or misuse of the Information or the Website by, User, or any person gaining access to the Information or the Website by or through the consent, acquiescence or negligence of User or its agents, servants, licensees or employees.

10. **Admissibility of Information:** The Trustee makes no representation or warranty of any kind as to the admissibility of the Information as evidence in any judicial or administrative proceeding.

11. **Termination of Agreement:** This agreement may be terminated by either party hereto upon three (3) days' written notice to the other party. The Trustee may terminate this Agreement, and/or User's rights of use and access to the Information and the Website at any time without notice if, in the Trustee's sole judgment, User is not using the Information or the Website in good faith, is misusing or abusing the Information or the Website or the access afforded thereto under this Agreement, or is in breach or violation of any of the terms or provisions of this Agreement.

This Agreement is and shall be governed by and construed in accordance with the laws of the State of South Carolina applicable to agreements made and performed in South Carolina. Any cause of action of User or its designated users with respect to the Service or the Web site must be instituted within one (1) year after the claim or cause of action has arisen or be barred.