



**NATIONAL DATA CENTER**  
CHAPTER 13 BANKRUPTCY CASE INFORMATION

## HOW TO ACCESS YOUR CHAPTER 13 CASE INFORMATION ON THE INTERNET

The National Data Center allows Chapter 13 Debtors to access their case through the www.13datacenter.com website. To view your case online, you must register for a User Name and Password. If you are a Chapter 13 Debtor and would like to view your Chapter 13 case online you may do so by registering for a User Name and Password on the www.13datacenter.com website. To begin, navigate to www.13datacenter.com and locate the box that asks for User Name and Password:

**New Debtor Access - Click Here**

**Login to NDC**

**USERNAME:**

**PASSWORD:**

### NEW USER

You are a New User if you have never accessed your case information on either www.ndc13.com or www.13datacenter.com websites.

- Click the link "New Debtor Access - CLICK HERE" to register for a User Name and Password.

### GETTING STARTED

Please have the following information with you when registering for a User Name and Password:

- Chapter 13 Bankruptcy Petition

## STEP 1

Once you have clicked on "New Debtor Access - CLICK HERE" you will be asked a series of questions to confirm your identity.

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### New Debtor Access

#### STEP 1

In order to gain access to view your bankruptcy information you must first verify certain information. Please enter all information exactly as it appears on your petition. If you petition has a period "." after your middle initial please also input the "." in the middle initial textbox, otherwise leave the middle initial/name field blank in you DO NOT have a middle initial. If you petition has your full middle name enter your full middle name in the middle initial/name field. All fields are required to submit form! After your information is verified by the National Data Center you will be able to select a User Name and Password to view your bankruptcy case information.

First Name:

Middle Initial or Name:   
(exactly as it appears on your petition)

Last Name:

Social Security Number:   
(enter without dashes/hyphens ex. 11223333)

Case Number:   
(only the 7 digit number - omit all letters)

It is very important that you enter your name EXACTLY as it appears on your petition, your social security number, and case number.

*NOTE: Your case number must be 7 digits.*

After you have entered all the requested information, **Click Submit**. If your information was entered incorrectly you will return to Step 1. Please re-check your information and enter again.

If you receive multiple error messages, please go to the "CONTACT" tab.



## NEW DEBTOR ACCESS

### STEP 2

After you have submitted the information on the first screen you will be taken to the second screen, Step 2.

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#### New Debtor Access

##### STEP 2

In order to gain access to view your bankruptcy information you must verify the following information. Please select the correct choice from each of three lists below as the information appears on your petition.

**Creditor Name:**  
(select one your Creditor's Name)

**Mailing Address:**  
(select the correct Mailing Address)

**Trustee Name:**  
(select the correct Trustee)

**CREDITOR NAME** – Please select one of the creditor names listed. The creditor name that you select must be one of the creditors listed on your petition.

**MAILING ADDRESS** – The mailing address should be your personal mailing address, not the mailing address of the creditor.

**TRUSTEE NAME** – Please pick the name of the Chapter 13 Trustee that has been assigned to your case. The name of the trustee assigned to your case is on your petition.

**Click Submit.**

### STEP 3

After you have correctly submitted the information on the second screen you will be taken to the third screen, Step 3.

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#### New Debtor Access

##### STEP 3

In order to complete the application process please choose a user name and password - maximum 8 characters each. Additionally, please enter your active email address, for validation purposes, and we contact you by email if there are problems with your account. Write down your user name and password - if you forget your user name and password please call our office at (866) 938.3639 to re-set your account.

**User Name:**  
(maximum 8 characters)

**Confirm User Name:**

**Password:**  
(maximum 8 characters)

**Confirm Password:**

**Email Address:**  
(Required for validation - ex: mary@aol.com)

**Confirm Email Address:**

**USER NAME** – Choose a User Name that you would like to use to log on to view your case information. *(maximum 8 characters)*

**CONFIRM USER NAME** – Type in the User Name again to confirm the name.

**PASSWORD** – Choose a password and enter it. *(maximum 8 characters)*

**CONFIRM PASSWORD** – Retype Password to confirm the password you have chosen.

**EMAIL ADDRESS** – Enter your Email Address.

**CONFIRM EMAIL ADDRESS** – Re-type your Email Address to confirm the correct email address. **Click Submit.**

## REGISTRATION COMPLETE

If you have correctly followed the 3 steps, a 4th screen will appear meaning you have successfully registered to the [www.13datacenter.com](http://www.13datacenter.com) website:

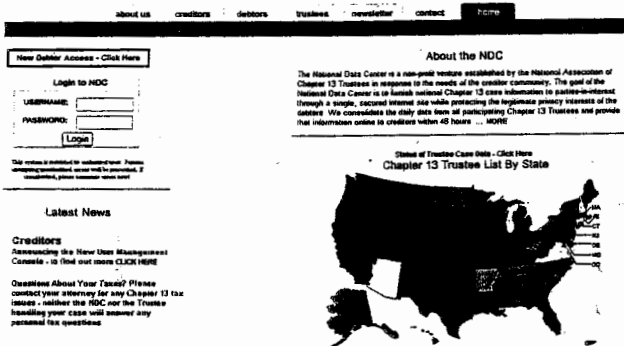


### New Debtor Access

#### REGISTRATION COMPLETE

Your user account is now setup and active. You will be redirected to the login page in 5 seconds where you can enter the User ID and Password that you selected to view your Bankruptcy Information.

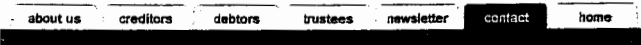
- An email with Username/Password will be sent to you.
- You will automatically be re-directed to the National Data Center homepage. Once there, enter your User Name and Password into the grey box in the left hand corner:



*NOTE: Write your User Name and Password on a piece of paper and keep in a safe place.*

## CONTACT

If you are having trouble registering for a new User Name and Password please click on the CONTACT tab and fill out the requested information. (continued)



## CONTACT (continued)

Once in the "Contact" window, it is very important that ALL information is entered into the table. Providing the requested information will minimize the necessary steps in establishing a User Name and Password.

items in bold are required fields to submit the form

Name:

Member Type:

Email:

Phone Number:

Case Number:

Trustee Name:

Subject:

Message:

- Be specific when writing your message so that your questions can be addressed promptly.
- Once you have inputted all the requested information, **Click Submit.**
- Please expect a 2-3 day turn around time.

*NOTE: The National Data Center handles Chapter 13 cases for the entire U.S. We will respond to your request as quickly as possible.*

You may also contact the National Data Center by calling (866) 938-3639. Please have the following information ready when calling the National Data Center:

- Case Number
- Name of Chapter 13 Trustee assigned to your case
- Social Security Number
- Email Address

*NOTE: The National Data Center (NDC) consolidates data from a majority of Chapter 13 Trustees. This information is sent to us by the Chapter 13 Trustee and then posted on the [www.13datacenter.com](http://www.13datacenter.com) website for debtors to access. This data is also made available to creditors that have an interest in a particular case. Specific questions about a Chapter 13 case must be directed to the Chapter 13 Trustee assigned to the case.*