

Mary K. Viegelahn
TRUSTEE
SERVING IN CHAPTER 13 CASES
IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF TEXAS

PAYMENT ONLY ADDRESS

CHAPTER 13 TRUSTEE
P.O. BOX 753
Memphis, TN 38101-0753

OFFICE & CORRESPONDENCE ADDRESS

10500 HERITAGE BLVD. STE. 201
SAN ANTONIO, TEXAS 78216
(210) 824-1460

Secure Document Transfer

The Trustee is now providing a safe and secure transfer service to receive all documents, including but not limited to documents for the 341 meeting, annual tax returns, business documents, and all other documents that may be requested. This service is available only to the debtor bar. There is no charge for the use of this service. Although all files being transferred are sent to the Trustee using high-grade encryption, you must redact the following information: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers. All 341 Meeting documents must be provided 7 days prior to the scheduled meeting. To register please go to <http://www.13documents.com/>. Effective 9/1/15 the Trustee will no longer accept documents from debtor counsel via fax or email.

Debtor Education

The Trustee provides the debtor education course and the Certificate of Debtor Education **free**. **This service is provided** through the Trustees' Education Network (TEN) and is ***now available in Spanish***. Register at www.13class.com. **The Trustee code is 13003. In a joint case each debtor must take the course. The course may be taken over a period of time but the certificate is not issued until the entire course is completed.**

Debtor Online Payments

TFS

The automated & online solution for Chapter 13 Bankruptcy.

TFS is an independent company that provides an easy-to-use online payment option for monthly bankruptcy payments.

For more information please visit www.TFSbillpay.com or call 888-PAY-CH13

The Trustee prefers payments through TFS as opposed to payroll orders, money orders and cashier checks. The number of errors by employers has increased resulting in often the return of the check to the employer. This delay can affect many cases as often several debtors are employed by one employer. The possibility of lost checks in the mail is eliminated by the use of TFS. There are a number of other benefits to online payments, including recording keeping.

National Data Center - Case Information

The National Data Center ("NDC") is dedicated to providing case specific information to debtors, creditors, attorneys and trustees. The website address is: <https://www.ndc.org>. Once at the website follow the instructions for obtaining a login and password to access your case information. There is no charge for debtors and debtors' counsel and you may access your case only. You may review, without charge, any of this information. If you believe any of the information to be inaccurate, notify the National Data Center at 866-938-3639. The NDC provides an additional source of case information in conjunction with the Trustee's website. I strongly encourage debtors and debtors counsel to register with the NDC and to utilize this free service.