

13NETWORK.COM GUIDE

Cannot right click – To Highlight, Copy, Paste, Print:

- Highlight All: Ctrl + A
- Highlight Portions of Data: Use mouse
- Copy: Ctrl + C
- Paste: Ctrl + V
- Print: Ctrl + P

Calendar

- Access First Meeting and Motion To Dismiss calendars.
- To print calendars click Ctrl + P.

Case Query

- This is the same as before when accessing cases.
- This screen shows Data is current as of date.

Case Access Tabs:

- Profile – General Case Information
 - Pay Scheds – Payment Information/Delinquent Information
 - Payees – Claim information
 - Financials – Disbursement/payments received information
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- Each screen has a printer friendly icon in upper right hand corner of screen.
 - Recently accessed cases: Not independent of each user because everyone uses the creditor/creditor login.

Profile

- General Case Information for debtors.
- The debtor(s) payment is in the blue header in GREEN as of the date of the inquiry. Also, check pay schedules to see if payment will change in the future.
- First bar date is the 90 day unsecured and the second is the 180 day government.
- Within the header (blue box) is a printer icon, which allows you to choose what you want to print. Your options are:
 - Profile Data
 - Party List
 - Pay Schedule Information
 - Payee/Claim Information
 - Financial Information
 - You can print any of these, a selection, or all at once.
- Debtor Pay Schedule Box (at the bottom of the screen): tells you who is paying & what payment is as of the date of the inquiry. Also, check pay schedules to see if payment will change in the future.
- Months Remaining (Calculated – may not be accurate): This field is the months for the plan to complete, which may exceed 60 months. **THIS FIELD SHOULD NOT BE USED WHEN CALCULATING PAYMENT MODIFICATIONS.**

Pay Scheds

- Charlotte: only 1 pay schedule for pre-software conversion – latest payment goes back to beginning – For post-software conversion cases may have multiple schedules

Pay Scheds (Continued)

- Statesville: all past payment changes are displayed
- Step payment amount will change as of the first day of the month following the notation of the change in payment

- Total delinquent amount:
 - Charlotte forgave everything 4/30/07
 - Statesville forgave everything 3/19/07

- Delinquency calculates 1st day of month
- A number in () means the plan is not delinquent, but ahead that amount.

Payees

- Claims listing can be sorted by any white heading:
 - Name
 - Clm#
 - Description
 - Type
 - Level
 - Etc
- The printer friendly version of the claim listing is small. For a larger version, copy & paste into Word doc – Makes claims display larger – Choose landscape to display
- If a claim has been filed, asserted amount field will be filled out.
- Asserted Claim Amount: Filed claim amount – Changed if Claim amended or per an Order amending the claim amount.
- Claims listing is similar to our old status.
- Claim payout at bottom of screen is **NOT** an accurate payoff. You must still contact the Trustee's office for an accurate payoff.

Financials:

- Can click any Sub-headers to see only that subcategory
 - Receipts
 - Rcpts/Deb Refunds
 - Disbursements
 - Adjustments
 - Trustee Disb
 - Trustee Adj
- Printer friendly: Prints everything, not just sub-category
- If want to print sub category copy & paste into Word doc

- For Vouchers
 - Click Disbursement
 - Click on Chk #
 - Click on Printable Listing
 - OR---
 - Or beside "Enter Case Number, Name, Social Security Number, or @1st Address Line" type "\$chk#"
 - Must click GO (cannot hit enter)
 - Click on printable listing