DOCLINKS MADE SIMPLE

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1) Locate the case that you wish to upload documents for and click on the case number link.

Note: If the case has passed the 341(a) Meeting Date, you will need to turn off the **'Show future 341(a) cases only'** checkbox and click the **'Filter Cases'** button before it will appear.

2) Click on the **'Upload Documents'** button. Find the label for which you need to upload a document.

For example, if you have tax returns to submit to the trustee, locate the **'Tax Returns'** label.

3) Click on the **'Browse'** button to locate the .pdf file that you wish to send to the trustee.

4) After clicking on **'Browse'**, click on the **'Add'** button.

You'll need to repeat this step for all the documents on the labels that you wish to send to the trustee.

5) Once you have fulfilled the document requirements for that trustee for that case, near the top of the page, click on the **'Send Documents'** button to submit the documents to the trustee.

Doclink's user guide:
https://doclink.bms7.com/docs/DEBTOR_ATTORNEY_Reference_Manual.pdf