

## Payment Advices

**Prior to filing the payment advices, please ensure that all social security numbers or account numbers are redacted. Only redacted copies should be filed with the court.**

**Note: Do not file this document in the Oakland and San Jose Divisions. Do not file this document in Chapter 13 cases in the San Francisco Division.**

**Please send payment advices directly to the trustee at least seven days prior to the first scheduled date for the Meeting of Creditors.**

Below are instructions regarding how to docket Payment Advices.

- Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.
- Click the **Miscellaneous** hyperlink.
- Enter the **Case Number**, click **[Next]**.
- Select **Payment Advices**, click **[Next]**.
- Select the Debtor, click **[Next]**.
- Click **[Next]**.
- Associate the PDF file of the Employee Income along with the form **Filing of Payment Advices**, click **[Next]**.
- Click **[Next]**.
- Edit the docket text if necessary.
- Click **[Next]**.
- Review the final docket text.
- Click **[Next]**.