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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.

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Miscellaneous** hyperlink.

Enter **Case Number**, click **Next**.

Select **Payment Advices**, click **Next**.

Select the [Debtor](#), click **Next**.

Associate the pdf file of the **Employee Income along with the form Statement RE Payment Advices**, click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

Manual Chapter:

Miscellaneous

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