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**Subject:** Document submission changes for Trustee Neblett

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**Date:** Wednesday, April 23, 2014 11:34 AM

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The UST has chosen to implement, effective May 1, 2014, certain additional security measures designed to protect and secure the Personally identifiable information (“PII”) disclosed by debtors to counsel and, in turn, the Chapter 7 Trustee. If you would like to read more about PII, follow this link: [http://en.wikipedia.org/wiki/Personally\\_identifiable\\_information](http://en.wikipedia.org/wiki/Personally_identifiable_information) Basically, any laptop, flash drive, external drive, smartphone, tablet, etc. which leaves my secured office will need to be encrypted if it contains PII, to protect against loss, theft or unauthorized access. We have reviewed our procedures and are required to make the following policy changes, effective May 1st:

1. Our office is no longer able to accept document submissions containing PII in Chapter 7 cases via email attachment. This is a significant change to my established practice. We have been using both email and DocLink; now you will be required to upload these documents into DocLink. Although most of the attorneys I work with are already using DocLink for some of their documents, those of you who don't will need to send a request to [trusteedocs@neblettlaw.com](mailto:trusteedocs@neblettlaw.com) for an invitation. We can help you from there. If you can upload documents into ECF, you will have no problems using and understanding DocLink. For those of you already on board, this should not present a major change except that DocLink now becomes the exclusive way of getting Chapter 7 documents to us. This includes tax returns, business records, bank records, etc. Emails containing attachments will simply be deleted from our system and you will receive a response to let you know. Routine correspondence and draft motions/stipulations, etc. will remain unaffected at present.
2. We continue to strongly prefer that documents NOT be submitted by paper copy unless prior approval from the trustee is received. Our mailing address is P.O. Box 490, Reedsville, PA 17084. I will greatly appreciate your making every effort to NOT send us paper.
3. Until further notice, all attorneys are reminded that they MUST bring a paper copy of the bankruptcy petition, schedules and other documents to the 341 hearings. The Trustee may or may not have a laptop with this information at the hearing. Under the new security measures, trustee use of a laptop and storage devices such as external hard drive or flash drive will require a separate encryption of each of these individual devices and, at this point, we are evaluating our options. As a result – until you hear otherwise we're going back to the old school – bring your paper!
4. To avoid the need to encrypt mobile devices used by the trustee in both a personal and professional capacity (i.e. smartphone and tablet), I am no longer using them for review of any business emails. To the extent any of you may have additional emails for our offices, please remember that our policy extends to all email addresses used by the Trustee and Staff. Because we cannot control what email or attachments are sent to us, we have chosen not to use these devices to review even routine emails without documents. Emails to the trustee should be sent to [jpn@neblettlaw.com](mailto:jpn@neblettlaw.com) and to my assistant [lln@neblettlaw.com](mailto:lln@neblettlaw.com).
5. We no longer will be able to accept faxed documents – DocLink is the solution for that.

Thank you in advance for your cooperation – be assured that we will work with you and your client to help smooth out any bumps in the road caused by these changes.

## **John P. Neblett**

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