

# MEMORANDUM

**To:** Chapter 13 Bar and Staff

**From:** Office of Devin Derham-Burk  
Chapter 13 Trustee

**Date:** August 17, 2010

**Subject:** Providing Tax Returns and Pay Advices via E-Mail

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You may e-mail tax returns and pay advices to our office in lieu of faxing or mailing them. Please follow these rules when doing so.

- Send the documents to: [cal@ch13sj.com](mailto:cal@ch13sj.com)
- The subject line should indicate what is being sent, and the case number *with judge code*. Example: TAX 10-51234 ASW or PAY 10-51234 ASW
- The attached documents should be in PDF format. The total size of the PDFs attached should not exceed 7 MB. You can right-click the PDF, look at Properties, and you will see how large the file is. You may have to send multiple e-mails, or smaller files.
- Do not send documents or communication other than Tax Returns or Pay Advices to the cal email address.

It is important to note that certain public e-mail sources can trigger the anti-spam filter on our Barracuda filter device. Most notably, Gmail, Hotmail, and the free version of AOL frequently attach ads or other add-ons, and consequently, mail from those sending servers may not be successfully delivered to our e-mail server. If you receive a notification of a delivery failure from your e-mail server, please pay attention to that, as cases may be dismissed if we do not received the required tax returns and pay advices.