Your Name:

U.S. Bankruptcy Court - Southern District of California

CM/ECF Test
Full Access Login - Already Filing with CM/ECF

The CM/ECF Test consists of two parts:

Part A - Quiz Questions :	Includes questions about CM/ECF, Local Rules, Court Forms, Document Events, and the CM/ECF Online Manual.
Part B - CM/ECF Filing Test:	Will test your ability to file documents electronically using the court's CM/ECF training database.

Part A: Quiz Questions

Directions: *This is a fillable pdf form. The Adobe Acrobat Writer is required to save the entered data. If you do not have the Writer, you can fill out the form, print and scan it to a pdf. Refer to the resource listed in the topic if you need help answering the question.*

Utilizing Court Forms

(If you need help, refer to the **Video - Utilizing Court Forms**.)

1. What format, other than a scanned original signature, shall indicate a signature on pleadings or other documents filed electronically?

Local Rules

(If you need help, refer to the court form **CSD 1800 - Administrative Procedures Re: Electronic Filing**.)

1. After electronically filing a document, what does the Court electronically send the CM/ECF filer?

2. List the name and number of the form that must be filed with the original signatures.

Using the CM/ECF Online Manual

(If you need help, refer to the **Video - Using the CM/ECF Online Manual**)

1. List one way to access the CM/ECF Online Manual.

2. Why is it important to use the CM/ECF Online Manual when filing in CM/ECF?

Filing Documents in CM/ECF

(If you need help, refer to the **Video - Filing Documents in CM/ECF**)

1. Which CM/ECF menu option allows you to find a Document Event?

2. Why is it important to use the correct document event when filing in CM/ECF?

3. This video names five components which ensure a document is filed accurately. List three of these components.

   a.

   b.

   c.

4. What are the consequences of not filing documents correctly in CM/ECF?

E-Order Process

(If you need help, refer to the **Video - E-Order Process**)

1. E-Orders are sent electronically to the court for review. What has to occur before these orders are placed on the court docket?

2. The first page of the E-Order must substantially conform to the Court's order templates. List the CSD order form numbers for the following types of orders:

   a. Order template for Adversaries _____

   b. Order lodged template for Cases_____

   c. Order template for Relief from Stay Motions_____

3. What must be filed on the court docket prior to uploading the e-order?

Part B: CM/ECF Filing Test

Directions: *You will be filing documents electronically in the court's Training Database. When you have completed the Filing Test, check your case docket for accuracy***.**

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1. Prepare your PDF Documents/Files

In the Utilizing Court Forms Video practice exercise for Full Access Login, you should have prepared the following documents in pdf format and saved them for use in this Test.
A signature is required on each document.

- Objection to Chapter 13 Plan (CSD 1172)
- Declaration in Support of Objection to Chapter 13 Plan (Complete with title of document and signature only)
- Notice of Hearing to the Objection to Confirmation of Chapter 13 Plan (CSD 1173). Do not contact the court for a hearing date, use a fictitious date.

If you have not yet prepared these documents for filing in pdf format, do so now. **Note:** For identification purposes, **use your name** for the creditor's name on the documents. Use court forms where applicable.

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2. Log Into CM/ECF Training Database

- Access the Training Database from the Court's website or by using this link: https://ecf-train.casb.uscourts.gov/cgi-bin/login.pl
- Log into the Training Database by using one of the logins and password below.

Logins **(Login and password are case sensitive.)**				**Password**
Atty1	Atty2	Atty3	Atty4	Attorney**!**
Atty5	Atty6	Atty7	Atty8	

Important: If you receive a message that you are already logged in, that login may be in use, **Do Not Continue!** Return to the login screen and select another login. When finished filing, be sure to Logout**.**

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3. Filing Documents in a Bankruptcy Case

Access the Manual from the CM/ECF Menu Bar for step-by-step instructions. **For assistance with accessing the filing procedures, please review the Using the CM/ECF Online Manual Video.**

a. File the below documents in one of these Chapter 13 cases already opened in the CM/ECF Training Database.

12-71	12-72
12-73	12-74

b. File the following documents

- Objection to Chapter 13 Plan (CSD 1172), attaching the Declaration in Support of Objection to Chapter 13 Plan (filed by creditor)

- Notice of Hearing to the Objection to Confirmation of Chapter 13 Plan (CSD 1173) (filed by creditor)

Note: For identification purposes, **use your name** for the creditor's name in the database.

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4. Verify CM/ECF Docket Entries

PACER login and password are required to view documents.

- Ensure that filings coincide with CM/ECF procedures including linking, attaching, and correct PDFs.

- Access the CM/ECF Docket Report to review your filings. When accessing the Reports section of CM/ECF, be prepared to use your PACER login and password.

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5. Save and submit the Test

- Enter Case number: _____

- Enter Creditor's name (which should be your name): _____

- Save this PDF document and email it to: casb_training@casb.uscourts.gov

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You have completed the CM/ECF Test!
After we receive your test, we will contact you within two business days.