

Your Name:

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U.S. Bankruptcy Court - Southern District of California

CM/ECF Test

Limited Access Login for Financial Management Course Providers

The CM/ECF Filing Test will instruct you in how to electronically file the Financial Management Course Certificate.

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

1. Prepare your PDF Document

Prepare the following document in pdf format and save it for use in this Test.

- Financial Management Course Certificate

Note: For identification purposes, include your name (or company name) on the Certificate.

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> (Note: You will see a PACER Login screen, which will take you to our Training Database.)
- Log into the Training Database by using one set of the logins/passwords listed below. These logins and passwords are case sensitive.

Logins	Password
Provider1	Training!
Provider2	Training!

Important: When finished filing, be sure to Logout.

3. Filing Documents in a Bankruptcy Case

Access the Manual from the CM/ECF Menu Bar. For step-by-step instructions, under Contents, click on Limited Access Filers and then on Financial Management Course Provider.

- a. File the Financial Management Course Certificate in one of these Chapter 13 cases already opened in the CM/ECF Training Database:

13-119	13-121
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4. Verify CM/ECF Docket Entries

- Ensure that filings coincide with CM/ECF procedures.
- Access the CM/ECF Docket Report to review your Financial Management Course Certificate docket entry.

5. Save and submit the Test

- Enter Case number: _____
- Enter your name (or company name): _____
- Save this PDF document and email it to: casb_training@casb.uscourts.gov

You have completed the CM/ECF Test!

After we receive your test, we will contact you within two business days.