

Your Name:

## U.S. Bankruptcy Court - Southern District of California

### CM/ECF Test Court Reporter Login

The CM/ECF Test consists of two parts:

**Part A - Quiz Questions :** Includes questions about CM/ECF, Local Rules and Court Forms, Document Events, and the Attorney/Trustee 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:** Answer the following questions as a pdf fillable. Refer to the resource listed in the topic if you need help answering the question.

#### Get Acquainted with CM/ECF

(If you need help, refer to the **Lesson - Get Acquainted with CM/ECF**)

**NOTE:** The lesson module #4 "Adversary Events" indicates that "limited access" filers do not have access to file under the Adversary menu option. However, your court reporter login and password allows you to file Transcripts under both the Bankruptcy and Adversary menu options.

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1. CM/ECF has a dual-purpose login screen.
    - a. To view filed documents and case information, you must enter your \_\_\_\_\_ login and password.
    - b. To file documents, you must enter your \_\_\_\_\_ login and password.

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  2. Which menu option on the CM/ECF menu bar should you click on when you have finished using CM/ECF?
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## Local Rules and Court Forms

(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?
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2. What shall indicate a signature when filing pleadings or other documents electronically?
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## Using the Attorney/Trustee Online Manual

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

1. List one way to access the CM/ECF Attorney/Trustee Online Manual.
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2. Why is it important to use the Attorney/Trustee Online Manual when filing in CM/ECF?
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## Transcript Procedures

(If you need help, refer to the **Lesson - Transcript Procedures**)

1. When filing the original transcript, it is referred (linked) to another docket entry. Name the docket entry the transcript is referred to?
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2. How long is the transcript access restriction period of an original transcript?
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3. When filing a "Request for Extension of Time to Produce Transcript on Appeal" is a pdf required?
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## 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

Prepare the following documents in pdf format and saved them for use in this Test.

**(NOTE:** You do not have to file an actual transcript)

- One-page document titled "Original Transcript"
  - One-page document titled "Redacted Transcript"
  - On both documents include:
    - a statement that the transcript is true and correct
    - your signature "/s/ your name"
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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 the password below.

Logins (Login and password are case sensitive.)			Password
cr4	cr5	cr6	crt
cr7	cr8	cr9	

**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

Use CM/ECF Attorney/Trustee Online Manual step-by-step instructions.

- Select one of these cases already opened in the CM/ECF Training Database:

09-15	09-17	09-18
09-19	09-20	09-22

- File the following documents in the order shown below.
  - Original Transcript (hearing date 3/18/09)
  - Redacted Transcript

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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.
  - Access the CM/ECF Docket Report to review your Original and Redacted Transcript entries. When accessing the Reports section of CM/ECF, be prepared to use your PACER login.
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#### **5. Save and submit the Test**

- Enter Case number and document numbers of your docket entries:(ie 09-12, #2 & 3)  
\_\_\_\_\_
  - Enter your name : \_\_\_\_\_
  - Save this PDF document and email it to: [casb\\_training@casb.uscourts.gov](mailto:casb_training@casb.uscourts.gov)
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You have completed the CM/ECF Test!

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