U.S. Bankruptcy Court - Southern District of California

CM/ECF Registration
Full Access Login & Password

Directions: *Complete the registration form and test. When you have finished, save a copy of this PDF file to your computer. E-mail completed registration and test to:*
casb_training@casb.uscourts.gov

1. Your Name:

2. I am a(n):

☐ Attorney who will file electronically for myself	☐ Staff member in an attorney's office who will be filing electronically for an attorney

3. If you are an attorney staff member, answer questions 3a & 3b:

a. What is your attorney's name?
b. What is your position?

4. Your Office:

Firm Name:
Address:
City, State, ZIP:

5. Telephone (with area code):

6. Attorney's E-mail Address:	**7. Your E-mail Address :**

8. Is the attorney a member of the Southern District of California Bar?

☐ Yes If yes, enter California State Bar Number : _____ ☐ No

9. I have CM/ECF logins and passwords for: (*check all that apply*)

☐ U.S. Bankruptcy Court - Southern District of California
☐ Other Bankruptcy Court(s): (*Specify at least one court*)_____
☐ District Court(s): (*Specify at least one court*)_____

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 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.*

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?

2. What shall indicate a signature when filing pleadings or other documents electronically?

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

Document Events

(If you need help, refer to the **Lesson - Document Events**)

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

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

CM/ECF Attorney/Trustee Online Manual

(If you need help, refer to the **Lesson - CM/ECF Attorney/Trustee Online Manual**)

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

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

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 Local Rules and Court Forms Lesson, you should have prepared the following documents in pdf format and saved them for use in this Test.

- 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)

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

a. Access the Training Database from the Court's website or by using this link: https://ecf-train.casb.uscourts.gov/cgi-bin/login.pl

b. Log into the Training Database by using one of the logins and the 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

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

a. Select one of these Chapter 13 cases already opened in the CM/ECF Training Database:

08-226	08-227	08-228	08-229
08-230	08-231	08-232	08-233

b. File the following documents:

- Objection to Chapter 13 Plan (CSD 1172), attaching the Declaration in Support of Objection to Chapter 13 Plan
- Notice of Hearing to the Objection to Confirmation of Chapter 13 Plan (CSD 1173)

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.

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5. Save and submit the CM/ECF Registration and 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!
Once received, the court will contact you within 2 working days.