

U.S. Bankruptcy Court - Southern District of California

CM/ECF Registration Limited 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 the completed registration form and test to:
casb_training@casb.uscourts.gov

1. Your Name:

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2. Your Company/Organization:

Name:
Address:
City, State, ZIP:

3. Telephone (with area code)

4. Your E-mail Address

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

<input type="checkbox"/>	U.S. Bankruptcy Court - Southern District of California
<input type="checkbox"/>	Bankruptcy Court(s): (Specify at least one court)_____
<input type="checkbox"/>	District Court(s): (Specify at least one court)_____

U.S. Bankruptcy Court - Southern District of California

CM/ECF Test Limited Access Login - New to 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.

Get Acquainted with CM/ECF

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

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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.

 2. From the CM/ECF menu bar, which menu option allows you to handle "housekeeping" functions, such as editing user information and adding e-mail addresses?

 3. Which menu option on the CM/ECF menu bar should you click on when you have finished using CM/ECF?

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?

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.

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.

- Proof of Claim (B10)
- A supportive document, such as a contract or pay stub
- Withdrawal of Claim

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. Remember to redact personal information as required by Bankruptcy Rule 9037.

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
Login1	Login2	Login3	Login4	pass
Login5	Login6	Login7	Login8	

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.

3. Filing Documents in a Bankruptcy Case

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

a. Select one of these Chapter 7 cases already opened in the CM/ECF Training Database:

08-218	08-219	08-220	08-221
08-222	08-223	08-224	08-225

b. File the following documents:

- Proof of Claim (B10), attaching the prepared supportive document, such as contract or pay stub
- Withdrawal of Claim that you just filed

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

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 Claims Register to review your Proof of Claim.
 - Access the CM/ECF Docket Report to review your Withdrawal of Claim. 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.