

Your Name:

U.S. Bankruptcy Court - Southern District of California

CM/ECF Test Full 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. You need to complete this part now.
- Part B - CM/ECF Filing Test:** Will test your ability to file documents electronically using the court's CM/ECF training database. You will complete Part B after completing the online training or attending the CM/ECF class at the court.

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.*

Case Opening

(If you need help, refer to the **Lesson - Case Opening**)

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1. List two documents common to Chapters 7, 11, and 13 individual consumer cases which must be included with the petition.
 - a.
 - b.

 2. List three documents common to Chapters 7, 11, and 13 cases which must be filed as separate documents (not included with the petition), two of these documents are required for individual consumer cases.
 - a.
 - b.
 - c.
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Get Acquainted with CM/ECF

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

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. When filing a fee document in the CM/ECF system, you will pay online with a credit card. From the CM/ECF menu bar, which menu option do you access to make your Credit Card Payment?
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3. 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?

 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.
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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?
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2. Why is it important to use the correct document event when filing in CM/ECF?
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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.
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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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You have completed Part A of the CM/ECF Test. Save this PDF document and email it to:
casb_training@casb.uscourts.gov