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, Court Forms, Document Events, and the CM/ECF 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: *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.*

Get Acquainted with CM/ECF

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

1.   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?

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

Utilizing Court Forms

(If you need help, refer to the **Video - Utilizing Court Forms**,)

1.   What format, other than a scanned original signature, shall indicate a signature when filing pleadings or other documents electronically?

Local Rules

(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?

Using the CM/ECF Online Manual

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

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

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

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 Utilizing Court Forms Video practice exercise for Limited Access Login, you should have prepared the following documents in pdf format and saved them for use in this Test.

- Proof of Claim (410)

- 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.

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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 (Note: You will see a PACER login screen, which will take you to our Training Database.)

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

Logins (Login and password are case sensitive.)				Password
Creditor5	Creditor6	Creditor7	Creditor8	Training!

Important: When finished filing, be sure to Logout.

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3.   Filing Documents in a Bankruptcy Case

Access the Manual from the CM/ECF Menu Bar. For step-by-step instructions, click on Limited Access Filers under Contents.

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

21-10	21-11	21-12

b.   File the following documents:

- •   Proof of Claim (410), attaching the prepared supportive document, such as contract or pay stub, ***as a separate pdf***.

- •   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

- •   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.

5.   Save and submit the 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

You have completed the CM/ECF Test!

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