

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.

-
1. 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?
-

Local Rules and Court Forms (continued)

2. What format, other than a scanned original signature, shall indicate a signature on pleadings or other documents filed electronically?
-

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

Transcript Procedures

(If you need help, refer to the **Lesson - Transcript Procedures and/or the Court Reporter procedures in the CM/ECF Online Manual**)

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

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

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"
-

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 the login and the password shown below.

Login (Login and password are case sensitive.)	Password
Reporter1	Training!

Important: 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 cases already opened in the CM/ECF Training Database:

15-84	15-87	15-90
-------	-------	-------

- b. File the following documents in the order shown below.
 - Original Transcript (hearing date 12/24/15)
 - Redacted Transcript
-

4. Verify CM/ECF Docket Entries

- Ensure that filings coincide with CM/ECF procedures.
 - Access the CM/ECF Docket Report to review your Original and Redacted Transcript entries.
-

5. Save and submit the CM/ECF Registration and Test

- Enter Case number and document numbers of your docket entries:(ie 15-04, #2 & 3)

 - Enter your name : _____
 - Save this PDF document and email it to: casb_training@casb.uscourts.gov
-

You have completed the CM/ECF Test!
Once received, the court will contact you within 2 working days.