

# ECF Limited Filer Online Training Certification

## Practice Assignment

U.S. Bankruptcy Court, Central District of California

**IT IS RECOMMENDED THAT THE PRACTICE  
ASSIGNMENT BE COMPLETED WITHIN  
Seven (7) Days After Completion of the Last Module**

### Dear Future ECF Filer:

A review of the submitted ELM quizzes and certificate of completion reveal that you have successfully completed the Electronic Learning Modules. You are now ready to complete the required practice assignment.

### Submitting the Completed Practice Assignment to the Court:

Once you have completed your practice assignment, you must e-mail the following information to the ECF Help Desk at: [ECF\\_support@cacb.uscourts.gov](mailto:ECF_support@cacb.uscourts.gov).

1. The subject line of your e-mail must read as follows:  
**Limited Filer Assignment for LA** (initials of the division where you intend to have your primary filings), mm/dd/yy (date assignment was completed), **your name**. **Example: Limited Filer Assignment for LA, 11/20/09 - John Smith.**
2. In the body of your e-mail, specify the case numbers issued to you as well as the **claim numbers** assigned as part of your practice assignment.

Upon review of the practice assignment, you will be contacted if any corrections are needed. Otherwise, please allow 5 to 7 business days for your CM/ECF Live Login to be issued.

### Completing the Practice Assignment:

**Each step of the assignment must be satisfactorily completed before your login and password are issued to file electronically. Failure to complete each step will delay the issuance of your LIVE login to CM/ECF.**

**Note: A Training Login and Password, issued by the Bankruptcy Court, are required to complete the Practice Assignment.**

The Training Environment login page is located at: <https://ecf-train.cacb.uscourts.gov>

### Before you Begin Your Practice Assignment:

#### Document Preparation:

1. Download and save the enclosed PDF documents for the practice assignment ensuring to match the document title to the document you are filing, i.e. Proof of Claim.

**Make sure you view your PDF file before uploading it to ensure it is correct.**

2. The naming convention on your PDF documents should be such that you will not have difficulty locating and selecting them from your system for filing.

**Please use training case: 2:10-bk-10537-BB**

**Filing Claims:**

**Exercise 1**

File a proof of claim for creditor:

1. Create / Add a Creditor to the database as:

Limited Filer - (Enter your first/last name)  
124 Disneyland St  
Los Angeles, CA 90012

2. File the Proof of Claim on behalf of the above mentioned Creditor

Claim type: Secured  
Claim amount \$152,000.00

**Exercise 2**

Amend Proof of Claim Amount

1. Amend the previously filed Proof of Claim as follows:  
Claim Amount from \$152,000.00 to \$15,200.00

**Exercise 3**

Amend the Proof of Claim Type

1. Amend the previously Proof of Claim filed as follows:  
Claim type from Secured to Unsecured

**File a Request for Courtesy Notice of Electronic Filing (NEF)**

**Exercise 4**

1. Use the **Search** feature on the ECF blue menu bar and search for the Courtesy NEF

**FYI: The LIVE CM/ECF application contains a “Manual” link where you will be able to search and find step-by-step filing procedures. The feature is inactive in the TRAINING CM/ECF application.**

2. File a Request for Courtesy Notification.

**FYI: When filing the Request for Courtesy NEF, always select the Party as “Courtesy NEF” and do not include any mailing information.**

Need Help? Contact the ECF Help Desk at (213) 894-2365 or via email at [ECF\\_support@cacb.uscourts.gov](mailto:ECF_support@cacb.uscourts.gov), Monday through Friday, between 9:00 a.m. and 4:00 p.m., excluding Federal Holidays.