

ECF Attorney Online Training Certification

Practice Assignment

U.S. Bankruptcy Court, Central District of California

**WE RECOMMEND THAT THE PRACTICE
ASSIGNMENT BE COMPLETED WITHIN
Seven (7) Days After Completion of the Last Module**

Dear Future ECF Filer:

The review of the ELM quizzes and certificate of completion submitted revealed that you have successfully completed the Electronic Learning Modules and 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.

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

Upon review of the practice assignment, you will be contacted if any corrections are needed. Otherwise, please allow 10 to 15 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.

Complete the following exercises by accessing the CM/ECF Training system from your home or office, 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. to Open Voluntary Case use Voluntary Petition PDF, etc.

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

2. Create a creditors (matrix) list with at least two creditors. The creditors' list must be saved in text (.txt) format.

You must upload the creditor (matrix) list after you have completed the opening of the Bankruptcy case.

3. The naming convention on your PDF and .txt documents should be such that you will not have difficulty locating and selecting them from your system for filing.
4. When entering case information for the practice assignment, all party names, addresses, etc., **must be created** by you, where applicable.

Petition Preparation Software: Do not use your Petition Preparation Software to prepare the PDF documents or to complete the practice assignment.

Paying Filing Fees: Use the following credit card information to pay the filing fee on fee documents: **Visa, Number: 4111111111111111** -(four and fifteen ones), **security code #123** and **expiration date 11/2010**.

If the **Payment Screen does not Clear** After Making the Payment: Clear the Cache...In Internet Explorer Menu Bar, select Tools> Internet Options. In the Internet Options dialog box click the Delete Cookies, Delete Files and Delete History buttons and press OK

Bankruptcy and Adversary Proceeding (Complaint) Case Numbers are issued by the CM/ECF system at the time the Petition or the Complaint is filed.

Petitions: (Make sure to annotate the case numbers issued by the CM/ECF system).

Exercise 1

- a. Open a **complete Chapter 7** case (no deficiencies). Pay the filing fee.
- b. Open an **incomplete Chapter 7 case** (Schedule A through J not included). Pay the filing fee.
- c. **Upload Creditor (Matrix) list to each case.**
- d. Run the **Auto Judge/Trustee Assignment on both cases**. This step must be done after the **Creditor (Matrix) list** has been uploaded.
- e. Click (you can right-click to open another window) on **Manual** on the ECF blue menu and search for the step-by-step procedure on filing the **Financial Management Course** certificate.
 1. Use the **Search** feature on the ECF blue menu and search for the **Financial Management Course** code. File it on the incomplete case.

Exercise 2

- a. File **schedules A through J** to cure the deficiency on the incomplete petition.
- b. Use the **Search** feature on the ECF blue menu and search for the **Statement of Current Monthly Income and Means Test Calculation (Ch. 7 (Form 22A))** and file it on the complete case.
- c. Use the **Search** feature on the ECF blue menu and search for the **Certificate of Credit Counseling** and the **Debt Repayment Plan** and file these on both cases.
- d. Click on **Manual** on the ECF blue menu and search for the step-by-step procedure on filing the **Amended Schedules D, E & F** without creditor matrix.

File the **Amended Schedules D and F** on the complete case.

Motion:

Exercise 1

- a. File a **Motion to Reopen** case on the incomplete case with at least two attachments.
- b. File a **Motion for Relief - Real Property** on the complete case. (Pretend you are filing this motion on behalf of a creditor).
- c. Use the **Search** feature on the ECF blue menu and search for the **Notice of Hearing**. File it on the same case used for the motion to reopen (select a random hearing date).
- d. Use the **Search** feature on the ECF blue menu and search for the **Objection** code.
 1. Click on **Manual** on the ECF blue menu and search for the step-by-step procedure on filing an **Objection**.
 2. File the **Objection** and relate it to the motion to reopen.
- e. File a **Response** to the **Motion for Relief from Automatic Stay**.

Adversary Proceeding (Complaint):

Exercise 1

- a. Open an **Adversary Proceeding (Complaint)**. Use the bankruptcy case number assigned to the complete case.
- b. Add one plaintiff and one defendant.
 1. Add yourself as attorney for plaintiff.
- c. Select nature of suits **61 - Dischargeability** and **41 - Objection/Revocation of Discharge**. Note: the fee is not deferred or Charged to the Estate.
- d. **Pay the filing fee**. (A fee can be Charged to the Estate only if the plaintiff is the debtor in possession. A fee is not required if the complaint is filed by the US Trustee. A fee is not required if the plaintiff is a Child Support Creditor (Agency))

- e. File **Summons Service Executed**. **Make sure you file this document in the Adversary Proceeding (Complaint) and NOT in the main Bankruptcy case.**
- f. Use the **Search** feature on the ECF blue menu and search for the **Answer to Complaint**.
 - 1. Click on **Manual** on the ECF blue menu and search for the step-by-step procedure on filing an **Answer to Complaint**.
 - 2. File the **Answer to Complaint** (pretend you are representing the defendant when filing this answer). **Make sure you file this document in the Adversary Proceeding (Complaint) and NOT in the main Bankruptcy case.**

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