

ECF Attorney 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.

1. The subject line of your e-mail must read as follows:
Attorney 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: Attorney Assignment for LA, 11/20/09 - Joe 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 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 The Practice Assignment:

Document Preparation:

1. **Download and save** the enclosed **.txt** and **PDF** documents for the practice assignment, to your computer. When uploading the documents, match the document title to the document you are filing, i.e. to open the Voluntary Case use the Incomplete Voluntary Petition, etc.

ALWAYS open and view your .txt and PDF file before uploading it to ensure it is correct.

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

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

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

Paying Filing Fees in the Training environment: Use the following credit card information to pay the filing fee on fee documents:

Card Type: Visa
Number: 4111111111111111 - (four and fifteen ones)
Security Code: 123
Expiration Date: Any date no more than 3yrs in the future

If the **Payment Screen does not Clear** after Making the Payment: Clear the Cache. In Internet Explorer Menu Bar, select Tools> Delete Browsing History. In the Delete Browsing History dialog box, select all check-boxes except Preserve Favorites Website Data. Then select the Delete button.

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

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

Exercise 1

- a. **Open an incomplete Chapter 7 case for Joint Debtors** (Schedule A through J not included). Pay the filing fee.
- b. **Upload Creditor (Matrix) list - .txt document.**
FYI: In the live CM/ECF application, the list of Creditors must also be attached to the Voluntary Petition as a PDF document.
- c. **Run the Auto Judge/Trustee Assignment.** This step must be completed after the Creditor (Matrix) list has been uploaded.
- d. **File the Statement of Social Security.**
FYI: In the live CM/ECF application, always file the Statement of Social Security as a separate filing.
- e. Use the **Search** feature on the ECF blue menu and search for the event codes for the **Certificate of Credit Counseling** and the **Debt Repayment Plan** – and file the documents as two separate filings.

Motion:

Exercise 2

- a. File a **Motion for Relief - Real Property** (Pretend you are filing this motion on behalf of a creditor).
- b. **File a Response** to the Motion to Terminate and Annul the Automatic Stay.

Post Petition Documents:

Exercise 3

- a. **File Schedules A through J**, as a single docket entry, to cure the deficiency. (On a Windows PC, select multiple event codes by holding down the CTRL key on your keyboard).
- b. Use the **Search** feature on the ECF blue menu and search for the **Financial Management Course** (certificate) code. File the document in the case. (Note: First, file the Financial Management Course for the Debtor – you will be asked if you have filed the document for the Joint Debtor – answer “No”. Then File the Financial Management Course document for the Joint Debtor).

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.

Adversary Proceeding (Complaint):

Exercise 4

- a. Open an Adversary Proceeding (Complaint). Use the bankruptcy case number assigned to the incomplete case as the lead case number.
- b. Add one plaintiff to the Adversary Petition (should not be the debtor).
- c. Select nature of suits **61 - Dischargeability** and **41 - Objection/Revocation of Discharge**. **Note:** for this assignment, the fee is not Deferred or Charged to the Estate.
- d. **Pay the filing fee.** **Note:** for this assignment, the fee is not Deferred or Charged to the Estate. (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 Trustee and/or US Trustee. A fee is not required if the plaintiff is a Child Support Creditor (Agency)).
- e. File the **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 path/event code for filing the Answer to the **Complaint**.
- g. 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.