

ECF – Transcriber Online Training Certification

Practice Assignment

U.S. Bankruptcy Court, Central District of California

Dear Future ECF Filer:

The review of the Electronic Learning Module (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: ecf_support@cacb.uscourts.gov.

1. The subject line of your e-mail must read as follows:
Transcriber Assignment, mm/dd/yy (date assignment was completed), **your last name, transcription company name.**

Example: Transcribers Assignment, 03/20/13-Smith, Transcribers Inc.

2. In the body of your e-mail, specify the case number used to complete your practice assignment as well as the document number assigned.

Upon review of the practice assignment, you will be contacted if any corrections are needed. Otherwise, please allow 5-7 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.

Before You Begin Your Practice Assignment:

Document Preparation:

1. Download and save the attached transcript PDF documents for the practice assignment.

- **Make sure you open and view your PDF file before uploading it to ensure it is correct.**
2. For this exercise, your party name is **Anna Transcriber**.

Use these case numbers to complete your practice assignment:

- **2:13-bk-10696-BR**
- **2:13-ap-01292-BR**

Use these mock transcripts to complete your practice assignment:

- **MockTranscript_ap.pdf**
- **MockTranscript_bk.pdf**

Exercise 1: Hearing date: May 30, 2013

- a) File a Transcript in bankruptcy case.
- b) File a Redacted Transcript in bankruptcy case.

Exercise 2: Hearing date: June 3, 2013

- a) File a transcript in adversary proceeding.
- b) File a Redacted Transcript in adversary proceeding.

Need Help?

ECF Help Desk

Monday through Friday (excluding federal holidays)

Between 9:00 a.m. and 4:00 p.m.

(213) 894-2365 or ecf_support@cacb.uscourts.gov