

CM/ECF Evaluation Instructions

U.S. Bankruptcy Court, Western District of Pennsylvania

Theodore S. Hopkins, Clerk

Website Login Address: <https://ecf-train.pawb.uscourts.gov/cgi-bin/login.pl>

1. You will need to create three documents. Create a document with the words “Test - Chapter 7/ Test - Motion” in it and save it as a PDF file. This file can be used as one of the documents that need to be filed with your docket entries. Create a document with the words “Test - Adversary Complaint” in it and save it as a PDF file. Create a matrix with three separate names and addresses listed and save this file as a text (.txt) file.
2. Open a completed Chapter 7, filing fee paid, joint debtors, no asset case in the Court’s training data base with the password and login you received at training. You may use any name and social security numbers that you would like for the debtors. Please choose the division in which you file most often, Pittsburgh or Erie. You may choose the information that you would like to enter into CM/ECF to complete the case opening process. Please use the PDF file “Test Chapter 7/Test - Motion” you created in Step 1 when prompted to select the **pdf** document (Filename). After accepting the voluntary petition entry, print your “Notice of Electronic Filing” so you will have your case number printed for the case you just opened. Please use this case number when filing documents in Steps 3 through 6.
3. Upload the creditor matrix for the case you opened.
4. Create a document with the word “Order” in it and save it as a PDF file. File a motion to avoid lien using the PDF file “Test - Chapter 7/Test - Motion” created in Step 1 when prompted to select the **pdf** document (Filename). Use the PDF file you created at the beginning of Step 4 as the attachment for the proposed order. You can choose the name of the respondent.
5. File an application on behalf of the debtors to employ a real estate broker to sell property. Use the PDF file “Test - Chapter 7/Test - Motion” created in Step 1 when prompted to select the **pdf** document (Filename). Use the PDF file you created at the beginning of Step 4 as the attachment for the proposed order.
6. Open an adversary proceeding, complaint objecting to discharge on behalf of PNC Bank as the plaintiff and the Chapter 7 debtors created in Step 2 as the defendants. You will be the attorney for the plaintiff. Use the case number assigned to the Step 2 Chapter 7 case when prompted for the “Lead Case Number”. Please use the PDF file “Test - Adversary Complaint” you created in Step 1 when prompted to select the **pdf** document (Filename). Use the PDF file you created at the beginning of Step 4 as the attachment for the proposed order. After accepting the docket entry for the complaint objecting to discharge, print your “Notice of Electronic Filing” so you will have your case number printed for the adversary case you just opened.

The Evaluation Process: This evaluation is due within two-weeks of receipt of the evaluation. Please notify the Bankruptcy Court when you have completed this evaluation by sending an e-mail to: **PAWBHelpdesk@pawb.uscourts.gov** Please include the case numbers assigned to the Chapter 7 Case and the Adversary Proceeding in the body of your e-mail. Attorneys should also provide their Pennsylvania ID number and request that the court issue a password and login to the live data base in their message. Attorneys will be provided a password and login to the live system once they have successfully completed this evaluation process.

Important Note:

We must have both forms (Credit Card and Registration) onhand before we can issue a login. Mail your forms in immediately to insure expeditious issuance of login to the Live system.

On the Credit Card form, list only attorneys who will be getting Live logins – no staff or attorneys who will not be requesting logins.

If your credit card expires, please submit an updated Credit Card Form indicating the new expiration date or new card name and number if you change cards.