

## CM/ECF Evaluation Instructions

U.S. Bankruptcy Court, Western District of Pennsylvania

John Horner, Interim Clerk

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

**Online Manual:** <http://www.pawb.uscourts.gov/training>

In Summary, you will:

1. Open a new Ch. 7 case,
2. Upload a mailing matrix to that case,
3. File two (2) motions on that case,
4. File an Adversary Proceeding against the debtors of the Ch.7 case.

You will need to create four (4) files:

- Three (3) pdf files:
  - One containing only the words “Test Chapter 7 Petition / Test - Motion”,
  - One containing only the words “Proposed Order”, and
  - A final one containing only the words “Test – Adversary Complaint”.
- One (1) text file containing three made-up names and addresses.

Details:

1. 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, Johnstown 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 containing the words “Test Chapter 7 Petition / Test - Motion” 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 5.
2. Upload the creditor matrix for the case you opened.
3. File a motion to avoid lien using the PDF file containing the words “Test - Chapter 7 Petition / Test - Motion” when prompted to select the pdf document (Filename). Use the PDF file you created containing the words “Proposed Order” as the attachment for the proposed order. You can choose the name of the respondent.
4. File an application on behalf of the debtors to employ a real estate broker to sell property. Use the PDF file containing the words “Test - Chapter 7 Petition / Test - Motion” when prompted to select the pdf document (Filename). Use the PDF file you created containing the words “Proposed Order” as the attachment for the proposed order.

5. Open an adversary proceeding as a complaint objecting to discharge on behalf of PNC Bank as the plaintiff and the Chapter 7 debtors created in Step 1 as the defendants. You will be the attorney for the plaintiff. Use the case number assigned to the Step 1 Chapter 7 case when prompted for the “Lead Case Number”. Please use the PDF file containing the words “Test - Adversary Complaint” when prompted to select the pdf document (Filename). Use the PDF file you created containing the words “Proposed Order” 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](mailto: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.

Remember the “Online Attorney Training Manual” available on the Court’s Website. This manual contains screenshot-by-screenshot coverage of all actions required for this Evaluation.

Link to Manual’s index: [www.pawb.uscourts.gov/training/Topics\\_in\\_alpha\\_order.htm](http://www.pawb.uscourts.gov/training/Topics_in_alpha_order.htm)

**Important Note:**

We must have the original of the Registration Form and User Agreement on hand before we can issue a login. Mail your form immediately to insure expeditious issuance of login to the Live system.