

United States Bankruptcy Court for the District of Oregon
ECF Proficiency Exam (Rev. 9/14)

INSTRUCTIONS:

Prepare the documents using your bankruptcy software program if you have one and **the applicable local forms (LBFs)**, and/or create WordPerfect or Word documents (with the proper case caption, case number(s), etc.) and convert them into PDF files. **Remember to include the proper convention for electronic signatures (i.e., “/s/ Name”)**. After preparing the PDFs, log into the ECF Training Database using the login and password that have been provided to you and file the documents. Access the ECF Training Database at: <https://ecf-train.orb.uscourts.gov/>. The green background on the page displayed confirms you are in the Training Database.

Practice Tip: Before beginning to file/docket a document (pleading), it is often helpful to access the Electronic Filing section of the Court’s website and refer to the appropriate related procedure in the ECF Procedures.

Important Note: Filing procedures vary from district to district. In order to successfully complete this proficiency exam, you must follow this district’s ECF Procedures! Once logged into ECF, click on any heading in the blue bar and select the **Info** link to quickly access the procedures.

EXERCISES:

Important Note for Creditor-only Attorneys: If you have identified yourself as a “Creditor-Only Attorney”, you may bypass Exercises 1 and 3. File the remaining documents in the Chapter 7 case number provided.

1. **[Only to be completed by Debtor’s Attorney Applicants] Chapter 7 case.** Prepare (using your bankruptcy software program, if you have one) and then file in ECF the documents for a Chapter 7 case, including the creditor mailing list, for an individual with primarily consumer debts. If unsure which documents are required, review LBF #100. The county of residence for the debtor(s) must be: for Eugene office cases, Lane; for Portland office cases, Multnomah. Use either Case Upload (preferable) or Open a BK Case. Do NOT file an installment fee case. At the payment window, click “Continue Filing”, as you will pay in Exercise 2. Be sure to complete all parts of the filing process. **After filing all documents for this exercise, run judge/trustee assignment and use the complete case number on documents in the remaining exercises.**
2. **[All Applicants] Notice of Motion and Motion for Relief from Stay (w/ LBF #720 and fillable PDF version of #720.80).** File a Notice of Motion and Motion for Relief from [the debtor’s automatic] Stay. The moving party is GMAC and you will be their assigned counsel. When preparing the motion, you need only complete the appropriate portions of Pages 1 and 4. You must put the two LBF’s in the proper order and combine them into one PDF (see either ECF Filing Basics in the ECF Procedures or the ECF Tips & Tricks on the Court’s ECF Electronic Filing webpage for instructions on combining PDFs). At the payment window, click “Pay Now”. The credit card number you will enter is VISA “4111111111111111”. The Security Code is “999”. Use any future expiration date.

3. **[Only to be completed by Debtor's Attorney Applicants] Notice of Hearing and Response to Relief from Stay (w/ LBF #721 and #720.80).** File a Notice of Hearing and Response to the Motion for Relief from Stay filed in Exercise 2. Fully complete the Notice of Hearing and, using the LBF #720.80 motion filed in Exercise 2, complete the response on Page 1 and the appropriate "signing" area on Page 4. For testing purposes, you are again counsel of record for the debtor. You must again put the two LBF's in the correct order and combine them into one PDF.
4. **[All Applicants] Order for Relief from Stay (w/ LBF #720.90).** Using Order Upload, submit a proposed Order for Relief from Stay (LBF #720.90) on the motion you filed in Exercise 2. You do not need to complete Page 2 of the Order. Don't forget to complete the "Presented, and Certified By" section on Page 3. [Caution: If you choose to submit a stipulated order, you must include all applicable electronic signatures.].
5. **[All Applicants] Adversary Proceeding (including filing of the Complaint).** Open a separate Adversary Proceeding associated with the Chapter 7 case in all the preceding exercises. Unless you solely represent creditors, choose the debtor (your client) as the Plaintiff and FMCC as the Defendant. If you solely represent creditors, choose FMCC (your client) as the Plaintiff and the debtor as the Defendant.

Upon completion, please email your case number(s) by clicking on the ECF Assistance link located at the top of most screens in the Train Database. Please choose the Division that corresponds to the office of the Court in which you expect to file the majority of your documents (i.e., either Portland or Eugene)

A Trainer will review your work and generally provide you with results within 2 business days. If you successfully pass the Proficiency Exam, you will receive email notification of your ECF LIVE login and password. If you do not pass the Proficiency Exam, you will be given feedback on your errors and asked to do some of the exercises again.