

U.S. Bankruptcy Court
Western District of Wisconsin

**CM/ECF
DEBTOR ATTORNEY TRAINING CASE EXERCISE**

- Step 1 Complete and forward registration materials to Madison or Eau Claire (addresses listed on registration forms). See Registration/Training Classes:
http://www.wiw.uscourts.gov/bankruptcy/training_classes.htm
- Step 2 You will be contacted by court for onsite training or emailed a training login/password.
- Step 3 Complete the following Debtor Attorney Training Exercise.
- Step 4 Create documents using bankruptcy software/word processor and convert to pdf documents (contact vendor for questions - ask about the One Touch Feature). See also *Electronic Case Filing Users' Manual > PDF Document Basics at:*
http://www.wiw.uscourts.gov/bankruptcy/webhelp/ecf_atty_manual.htm
- Step 5 Open browser (e.g. Internet Explorer, Firefox, etc) and enter URL:
<https://www.wiw.uscourts.gov/bankruptcy> and bookmark this location.
- Step 6 Click on CM/ECF link (left side of page), then click on the CM/ECF Training Login, then click on the hyperlink to Western District of Wisconsin Training - Document Filing System.
- Step 7 At the ECF/PACER Login screen, enter assigned training login and password issued (refer to email or sticker/card handed out in class), skip Client Code, click on Login.
- Step 8 After completing the following exercise in order listed (sample docket), **reply to Trainer's email (preferable)** or call:

Eau Claire: Monica or Susan at 715/839-2980 Ext. 114 or 115 or Help Desk at 800-373-8708.
Madison: Kathleen, Jolene, or Terry at 608-264-5178 or Help Desk at 800-373-8708.

Filing Date	#	Event Type	Docket Text
today's date	1	<p>Step One: Bankruptcy > Open Voluntary BK Case (Be sure to note case number assigned)</p> <p>NOTE: The other option with certain software is a One Touch - contact your software vendor.</p> <p>Step Two: Bankruptcy> Creditor Maintenance> Upload creditor matrix file (.txt)</p> <p>Step Three: Bankruptcy> Judge/Trustee Assign</p> <p>NOTE: Step Three MUST BE DONE SAME DAY AS CASE IS ENTERED</p>	<p>Chapter 7 Voluntary Petition. Receipt Number *****, Fee Amount \$299. Filed by Debtor. All Statements and Schedules filed. (EC_Attorney or Madison_Attorney)</p> <p>NOTE: Step by step instructions may be found in our ECF User's Manual at: http://www.wiw.uscourts.gov/bankruptcy/webhelp/Filing_a_New_Case/Conventional_ECF_System.htm</p> <p><u>NOT AVAILABLE IN TRAINING DATABASE:</u> For additional information, see ECF Users' Manual > Payment of Fees > Payment of Filing Fees via Internet.</p> <p>Notice of Meeting of Creditors & Notice of Appointment of Interim Trustee _____ with 341(a) meeting to be held on __/__/20__ at __:__ AM at U.S. Trustee Meetings. Objections to Discharge due by __/__/20__. Financial Management Certificate due by __/__/20__. cc: via BNC to all parties (EC_Attorney or Madison_Attorney)</p>
today's date	2	Bankruptcy> Miscellaneous> Statement of Social Security Number	Statement of Social Security Number Filed by Attorney on behalf of Debtor. (EC_Attorney or Madison_Attorney)
today's date	3	Bankruptcy> Miscellaneous> Certificate of Credit Counseling	Certificate of Credit Counseling for Debtor filed by Attorney on behalf of Debtor. (EC_Attorney or Madison_Attorney)

Filing Date	#	Event Type	Docket Text
today's date	4	Bankruptcy> Miscellaneous> Amended Schedules/Statements/Summary NOTE: When Schedule A, B, D, E, F, I, or J is amended, include an Amended Summary of Schedules. When adding creditors, include a Matrix Supplement listing the additional creditors only [add as an attachment]. Always include a Declaration.	Amended Schedules/Statements: Summary of Schedules F, <i>adding RCU and M&I Bank</i> [Fee Amount: \$ 26] filed by Madison_Attorney on behalf of debtor. (Attachment #1 Supplemental Matrix) (EC_Attorney or Madison_Attorney)
today's date	5	Bankruptcy > Miscellaneous > Proof of Service (refer/link back to # 4)	Proof of Service filed by Attorney on behalf of Debtor (related doc. #4Amended Schedules/Statements). (EC_Attorney or Madison_Attorney)
today's date	6	Bankruptcy> Miscellaneous> Reaffirmation Agreement	Reaffirmation Agreement with _____ [_____] /Attorney Declaration filed by Attorney on behalf of Debtor. (EC_Attorney or Madison_Attorney)
today's date	7	Bankruptcy> Motions/Applications> Avoid Lien	Motion to Avoid Lien of RCU Filed by Attorney on behalf of Debtor. Notice of Motion/Proof of Service - Last Day to File Objections/Request for Hearing: [date]. (EC_Attorney or Madison_Attorney)
today's date	8	Bankruptcy> Miscellaneous> Proposed Order (refer back to Motion) NOTE: Format requires 3 inch top margin and 3 ###'s on the bottom; remove date and signature line.	Proposed Order re Motion to Avoid Lien with RCU, Filed by Attorney on behalf of Debtor (related document(s)[7]. Order to be signed on or after: [date]. (EC_Attorney or Madison_Attorney)
today's date		Adversary> Open an AP Case	Complaint filed by _____ against _____ [Receipt Number *****, Fee Amount \$250.00]. (EC_Attorney or Madison_Attorney)