

United States Bankruptcy Court - District of South Carolina

CM/ECF CERTIFICATION QUESTIONNAIRE FOR ATTORNEY/TRUSTEE FILERS

Name: _____
Email Address: _____
Mailing Address: _____

Telephone: _____
District Court ID: _____
Date Submitted: _____

INSTRUCTIONS

The following items must be submitted to the court for review before a login and password will be assigned:

1. Complete the attached Knowledge Quiz.
2. List the case number(s) and document number(s) of each on-line training submission here:

3. Complete and sign the CM/ECF Registration Form (must include handwritten signature).

Mail these documents to:

U.S. Bankruptcy Court
ATTN: Systems ECF Registration
1100 Laurel Street
Columbia SC 29201-2423

OR Fax to: ATTN: Systems ECF Registration, (803) 253-3368

OR E-mail (as a PDF) to: ecf_registration@scb.uscourts.gov

KNOWLEDGE QUIZ

1. In order to attach a document to your entry in CM/ECF, the document must be in what format?
 A. Word
 B. WordPerfect
 C. PDF
 D. On a diskette

2. When filing a pleading, you need to attach the document image to the entry. How do you do this?
 A. As an email attachment
 B. Mail a copy to the court.
 C. At the browse screen as a PDF document
 D. All of the above

3. Before attaching the document to the docket entry, you should double check that the document you are about to attach is the correct document by:
 A. Right clicking on the document then left clicking on open
 B. A single left click on the document to view
 C. Double clicking the left mouse button on the file name
 D. None of the above, you cannot view the document before attaching

4. It is the first time you are filing a document for a party in an existing case. How do you create the association between you and the party in the case?
 A. You do not need to - it is automatically created
 B. Check the box to create the association
 C. Add yourself as a party
 D. None of the above.

5. When filing a document that requires a fee, the fee is due to the court on the same day as the filing of the document. If the fee is not paid on the same day, which of the following may occur?
 A. Clerk's staff will call you.
 B. You will receive an e-mail or Notice of Fee Due
 C. The document may be routed to the Judge for consideration
 D. Any or all of the above

6. If you realize that there is an error on the Final Docket Text screen, how do you correct it before submitting that final docket text?
 A. Log off and try again
 B. Click the "back" button one or more times to find and correct the error
 C. Fix the error on the docket text screen
 D. Don't worry about it, the clerk's staff will make the correction

7. A "Calendar Removal Request" should accompany any document being filed within how many days of a hearing in which the document removes the hearing from the calendar?
- A. 14
 - B. 5
 - C. 10
 - D. 20
8. When submitting a proposed order, the first page should be:
- A. The "Order Processing Template" prescribed by the court
 - B. The body of the order
 - C. A fax cover sheet
 - D. None of the above
9. Which of the following are acceptable ways of affixing a signature to an electronic document?
- A. Typing /s/ and the name of the person signing the document
 - B. Scanning the original document containing the original signature
 - C. Inserting an electronic image of the original signature
 - D. All of the above
10. When scanning a document, the recommended scanner setting is:
- A. Greyscale, 200-300 dpi
 - B. Black and white only, 150-600 dpi
 - C. Black and white only, 300 dpi
 - D. Full color, 1200 dpi