

United States Bankruptcy Court - District of South Carolina

**CM/ECF CERTIFICATION QUESTIONNAIRE FOR LIMITED ACCESS FILERS**

Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
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](mailto: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 pleading 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. The name of the creditor filing the claim is not listed on the creditor list. To file the claim, you must:  
 A. E-mail the clerk's office and ask them to add the creditor  
 B. Select "add creditor" and add the creditor name and address  
 C. Call the clerk's office for instruction before proceeding  
 D. None 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. When withdrawing a claim, the image being submitted should be:

- A. No image is required
- B. A copy of the proof of claim to be withdrawn
- C. A pleading or correspondence requesting the withdrawal of the claim
- D. None of the above

8. When filing a document and presented with the prompt “Is Certificate of Service Included”, selecting “Yes” indicates that:

- A. The Certificate of Service is being filed separately
- B. The Certificate of Service is being “attached” as a separate PDF
- C. The Certificate of Service is included with the PDF being submitted
- 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