

Completing the Court's CM/ECF On-line Training Program

Docketing Event

N/A

Negative Notice: N/A

Accompanying Orders: N/A

Code and Rule References:

N/A

Fee: N/A

Applicable Chapters: All

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Description

Each attorney or creditor must complete the Court's On-Line Training Program ("Training Program") before receiving a login to file through this Court's CM/ECF system. Attorneys and creditors who actively file in other bankruptcy courts may be exempt from the Training Program. For more information, use this link: https://ecf-train.flmb.uscourts.gov/cgi-bin/flmb_training.pl.

The Training Program has three parts.

Step 1: Registration.

Step 2: Viewing the Training Modules.

Step 3: Retrieving and Completing a Training Exercise.

Use your mouse to left-click on the navigational prompts (i.e. Next, Continue, Submit, etc.) when navigating through the Training Program. If you attempt to navigate using the [Tab] or [Enter] keys, you will encounter issues and likely will have to repeat certain portions.

Step 1 – Registration

Once you have completed registration, you will receive a login and temporary password for completing the Training Program. You **MUST** change the password to receive credit for the portions of the program you complete (your new password should be less than ten characters).

Once you have changed your password, record the login and password. You are required to login each time you access the Training Program. Failure to login each time may result in no credit. You may have to repeat those portions. There is no override to this.

Attorneys in the Middle District of Florida must complete either the Debtor Attorney Training or Creditor Attorney Training. The Limited Filer training will not allow for attorney access and will delay receipt of a login. Creditors and attorneys outside the Middle District of Florida are provided limited filing access and should complete the Limited Filer portion of the Training Program.

Step 2 – View the Training Modules

Complete the training by viewing the required Electronic Learning Modules associated with your section of the Training Program (i.e. Creditor Attorney, Debtor Attorney, or Limited Filer). Each required module can be accessed by left-clicking the blue hyper-links to view them. Once the required modules are viewed, they will be marked “**Completed.**”

Step 3 – Retrieving and Completing Training Exercise

Left-click the option “[Click here](#)” to select the training assessment that corresponds with the training modules you viewed. Enter your email address in the textbox. The training assessment will be sent via email and will have the subject line: [Filing Assignment for Admission to US Bankruptcy Court - Middle District of Florida](#). Enter your email address carefully as only one request for the assessment can be made.

When completing the test filings, it is unnecessary to draft actual pleadings. Create fictitious information and documents to go along with each required filing. If you completed the Debtor Attorney portion of the training program and use Petition Preparation Software to assist with filing new cases, you are encouraged to use it to complete the training exercise.

Once the test filings are completed, refer to the e-mail containing the instructions for completing the assessment and left-click “[I have completed the assignment.](#)” Log back into the Training Program and verify the accuracy the information entered when registering to complete the course.