

## **DEBTOR ATTORNEY INSTRUCTIONS:**

To access the ECF training database, enter the following web address:

<https://ecf-train.tnwb.uscourts.gov/cgi-bin/login.pl>

After submitting your [Attorney Login Registration Form](#) to [ecfhelp@tnwb.uscourts.gov](mailto:ecfhelp@tnwb.uscourts.gov), you will receive an email back containing your login and password to the court's training website. Once you receive your login information, complete the applicable assignment below.

## **EXERCISES:**

Please complete the following exercise. Use fictitious debtor information (debtor name, SSN, address etc). Also, you will need to create your own "dummy" PDF images for the exercises (outside of the Creditor Matrix). These PDF images only need to contain the title of the document(s) being filed:

File a Bankruptcy Case (Chapter 7). Be sure to:

- ✓ Make it a joint filing.
- ✓ Run Judge/Trustee Assignment
- ✓ Upload Creditor Matrix

Once the exercise is completed, please email your bankruptcy case number to [ecfhelp@tnwb.uscourts.gov](mailto:ecfhelp@tnwb.uscourts.gov) with "ECF Debtor Attorney exercises" as the subject. After the exercise is reviewed, you will receive e-mail with your Live ECF Database login information.