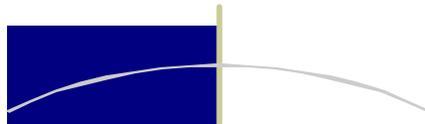
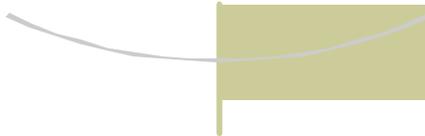


**United States Bankruptcy Court
Central District of California**



efile



**EFILE
REGISTRATION**

August 2004

REGISTRATION PROCEDURES

A. Overview

eFile, the electronic court document filing system for the United States Bankruptcy Court for the Central District of California, is a user-friendly, Internet-accessible system that enables registered users to file documents with the Court from their own computers. Registration for *eFile* is performed over the Internet. At this time, registrations are only being accepted from attorneys who meet the criteria outlined in section B.1.a. below.

B. Initial Registration

1. Prior to registering:
 - a. Confirm that your California bar number is active with the State Bar of California and that you are admitted to practice in the United States District Court, Central District of California. **If you are an out-of-state attorney, you must be a member in good standing of, and eligible to practice before, the bar of any United States court.** Please refer to section B.1.g. on page 2 for additional information for attorneys appearing Pro Hac Vice.
 - b. Verify the billing address on your credit card statement is correct.
 - c. Have your credit card information readily available. The Court currently accepts American Express, Discover, MasterCard, and VISA for payment of fees incurred for electronic filing.
 - d. Identify a username you would like to use (for filing purposes). Your username must contain at least 6, but no more than 20, alphanumeric characters. No spaces may be used.

NOTE: Once submitted, your username cannot be changed.

- e. Consider what type of e-mail boxes you will need for electronic filing. (See step 5 on page 5 for a complete description of the three *eFile* e-mail address types.) **It is recommended that you use the ISP from your place of business.** However, if you choose to use free e-mail service (such as Yahoo or Hotmail), you will need to check the filter setting when establishing your e-mail addresses as the Court cannot guarantee how *eFile* e-mail messages will be categorized by your service provider.

- f. Set up one e-mail address to serve as your registrant *eFile* e-mail address. You may also use up to a maximum of two additional e-mail addresses on the same registration. **Should you choose to add these additional e-mail addresses, you will be authorizing anyone with access to these e-mail addresses to perform tasks through the Court's eFile system on your behalf.** Each address should support a minimum of 10 MB; therefore, you will need to know if there are any mailbox size limitations imposed by your e-mail provider.
 - g. If you are an out-of-state attorney, you are required to have local sponsoring counsel pursuant to Local Bankruptcy Rule 2090-1(b)(3). This information must be available at the time you register even if you have not submitted the required *Application of Non-Resident Attorney to Appear in a Specific Case* (Local Bankruptcy Rule form F 2090-1.2) along with an Order before the judge who is presiding over your matter. **If you do not have this information available, the system will not allow you to complete your registration.**
2. From your web browser, go to the Court's web site: <www.cacb.uscourts.gov>. From the menu on the left side, select **Electronic Services → eFile**. (See Figure 1 below.)
 3. Click on **Register Me Now!**. (See circled area in Figure 1 below.)

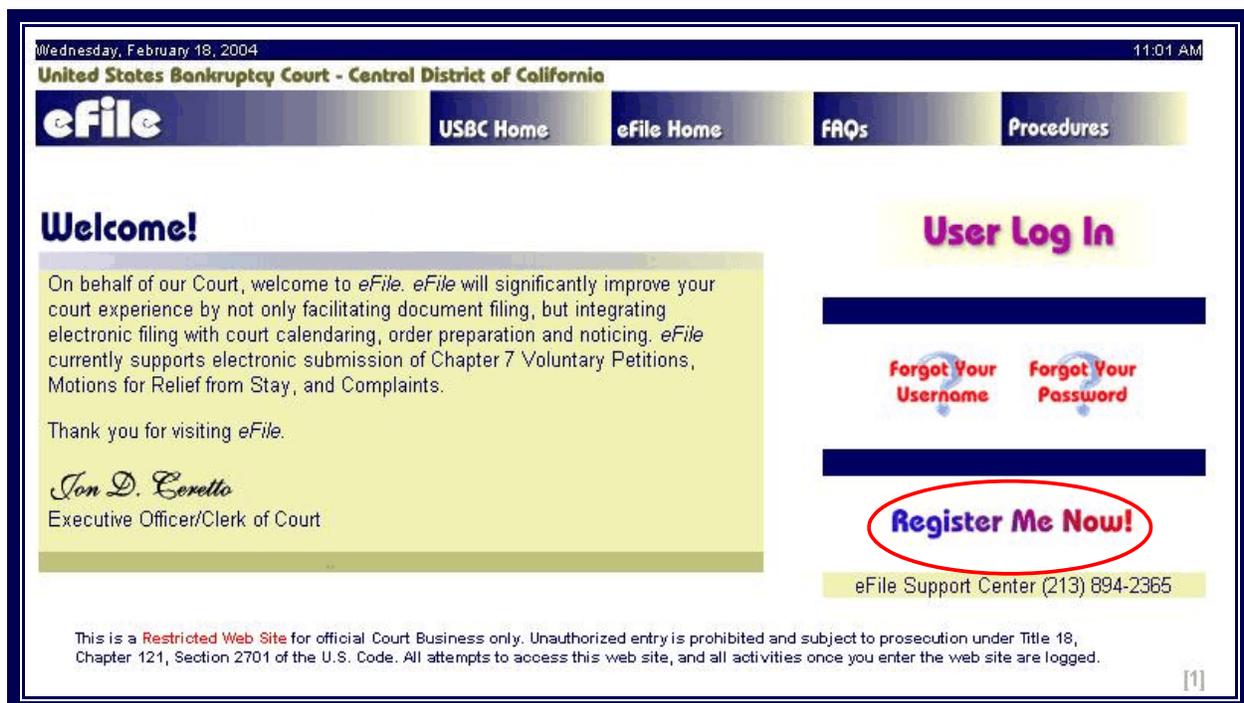


Figure 1

- Enter the required information under the “Name” tab. (See Figure 2 below.) Your username must contain at least 6, but no more than 20, alphanumeric characters. No spaces may be used. To continue to the next tab, click on the **Continue** button located at the bottom of the screen or use the “Name,” “Address,” and “Billing Information” tabs at the top of each screen to navigate between screens.

Thursday, July 10, 2003 08:31 AM
United States Bankruptcy Court - Central District of California

efile USBC Home efile Home FAQs Procedures

REGISTRATION [R1]

The fields marked with an **asterisk [*]** are required. All other fields are optional.

Name | Address | Billing Information

Contact Information
 This information will be used by the Court for all future electronic filings. **Please ensure accuracy.**

Professional Type:*	<input type="checkbox"/> Attorney <input type="checkbox"/> Trustee <input type="checkbox"/> Office of the U.S. Trustee <input type="checkbox"/> Other
California State Bar I.D. * <small>(Required for Attorneys)</small>	<input type="text"/>
Professional Code. * <small>(Required for Trustees. Example: T012345)</small>	<input type="text"/>
Are you Admitted to Practice in the California Central District Court? * <small>(Required for Attorneys)</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No
What username would you like to log in with? * <small>(Requires a minimum of 6 and maximum of 20 characters. Username may not contain spaces.)</small>	<input type="text"/>
First Name:*	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:*	<input type="text"/>
Generation/Suffix:	<input type="text"/>
Organization/Firm Name:	<input type="text"/>

Figure 2

NOTE: The fields marked with **an asterisk (*)** are **required**. All other fields are optional.

NOTE: If you are an out-of-state attorney, you must check the box which indicates “Pro Hac Vice.” (See red box in Figure 3 below.)

Thursday, July 10, 2003 08:41 AM
United States Bankruptcy Court - Central District of California
 efile USBC Home eFile Home FAQs Procedures

REGISTRATION [R1]

The fields marked with an **asterisk [*]** are required. All other fields are optional.

Name | Address | Billing Information

Contact Information
 This information will be used by the Court for all future electronic filings. **Please ensure accuracy.**

Professional Type:*	<input checked="" type="checkbox"/> Attorney <input type="checkbox"/> Trustee <input type="checkbox"/> Office of the U.S. Trustee <input type="checkbox"/> Other
California State Bar I.D.:(Required for Attorneys)*	<input type="text"/>
Professional Code:*(Required for Trustees. Example: T012345)	<input type="text"/>
Are you Admitted to Practice in the California Central District Court?*(Required for Attorneys)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Pro Hac Vice
What username would you like to log in with?:(Requires a minimum of 6 and maximum of 20 characters. Username may not contain spaces.)	<input type="text"/>
First Name:*	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:*	<input type="text"/>
Generation/Suffix:	<input type="text"/>
Organization/Firm Name:	<input type="text"/>

Figure 3

Once the box is checked, the “Sponsoring Attorney Information (for pro hac vice)” screen will appear. Enter the pertinent information in the **required** fields. If you also have a California State bar number in addition to your current state’s bar number, you may enter this number as well. (See Figure 4 below.)

Sponsoring Attorney Information (for pro hac vice)
Please ensure accuracy.

California State Bar I.D.:(Required for Sponsoring Attorneys)*	<input type="text"/>
Organization/Firm Name:*	<input type="text"/>
Attorney First Name:*	<input type="text"/>
Attorney Middle Initial:	<input type="text"/>
Attorney Last Name:*	<input type="text"/>
Address Line 1:*	<input type="text"/>
City:*	<input type="text"/>
State:*	CA
Zip:*	<input type="text"/>
Country:*	<input type="text"/>
Phone No.:*(Example: 123-456-7890)	<input type="text"/>
Fax No.:*(Example: 123-456-7890)	<input type="text"/>
Registrant Attorney's Out of State Bar I.D.:	<input type="text"/> State: <input type="text"/>

Figure 4

5. Complete the information under the “Address” tab. (See Figure 5 below.)

Wednesday, February 18, 2004 12:09 PM
United States Bankruptcy Court - Central District of California

eFile USBC Home eFile Home FAQs Procedures

REGISTRATION [R1]

The fields marked with an **asterisk [*]** are required. All other fields are optional.

Name | **Address** | Billing Information

Address
We will not share this information with other individuals or companies.

Address Line 1:*	500 Fantasy Court Road
City:*	Richmond
State:*	CA
Zip:*	94601
Country:*	USA
Registrant E-mail Address:*	registrantemail@earthlink.net
Transaction E-mail Address:*	transactionemail@aol.com
Backup E-mail Address:	backupemail@msn.com
Phone No.:*	510-555-1212
Fax No.:*	510-555-1234
Challenge Question:*	Where are the best bargains?
Challenge Answer:*	On the Internet

Continue

Figure 5

The following is a description of each *eFile* e-mail address. (See red box in Figure 5 above.)

- a. **Registrant** - This address will receive messages concerning your initial registration and password information. Updates to your registration and error messages indicating a transaction is pending which requires action will also be sent to this e-mail address. System maintenance e-mails and e-mails with information pertaining to *eFile* are also sent to the registrant e-mail address. (**Registration/Pending Transactional Errors**)

WARNING: The registrant *eFile* e-mail address cannot be changed once your registration has been accepted. If you change the transaction and/or backup *eFile* e-mail address(es), carefully enter and verify the complete e-mail address(es). Entering incorrect address information will result in undeliverable messages.

- b. **Transaction** - This address will receive all filing transactions and transactional error messages. The default in this field is the same e-mail address as your registrant e-mail address. You may choose a different e-mail address to receive these messages if you wish. **(Filing Transactions/Transactional Errors)**
 - c. **Backup** - This is an optional e-mail address. If this field is completed, all messages sent to the registrant and transaction e-mail addresses will be sent to the backup e-mail address. **(All Messages)**
6. Click on the **Continue** button located at the bottom of the screen or click on the Billing Information tab.
7. Complete the information under the Billing Information tab. (See Figure 6 below.)

Thursday, July 10, 2003 08:47 AM
United States Bankruptcy Court - Central District of California

eFile USBC Home eFile Home FAQs Procedures

REGISTRATION [R1]

The fields marked with an **asterisk [*]** are required. All other fields are optional.

Name | Address | Billing Information

Billing Information
This information will be securely transmitted to the Court. Please enter your information **exactly** as it appears on your credit card. Your billing address must **exactly** match the address to which your monthly credit card statement is mailed.

Cardholder Name:*	Nina Doe
Billing Address:*	P. O. Box 123XXX
City:*	Anywhere
State:*	CA
Zip:*	90000
Type of Card:*	<input type="radio"/> American Express <input type="radio"/> Discover <input checked="" type="radio"/> Mastercard <input type="radio"/> Visa
Credit Card Number:*	5215XXXXXXXXXX (Enter credit card numbers only, without blank spaces or dashes) <small>For security, the credit card number is encrypted and not displayed to anyone other than the registrant.</small>
Card Expiration:*	Month/Year: 06/05 (mm/yy)

Submit

Figure 6

8. Click on **Submit** under the Billing Information tab when completed. Click on **OK** to validate your credit card information. (See red box in Figure 7 below.) The credit card verification process will take a few minutes.



Figure 7

9. Once your registration is processed and accepted, you will receive an e-mail within one business day with your username and a temporary password. If you do not, please contact the *eFile* Support Center at (213) 894-2365, Monday through Friday, 9:00 a.m. to 4:00 p.m. (excluding federal holidays). (See Figure 8 below.)

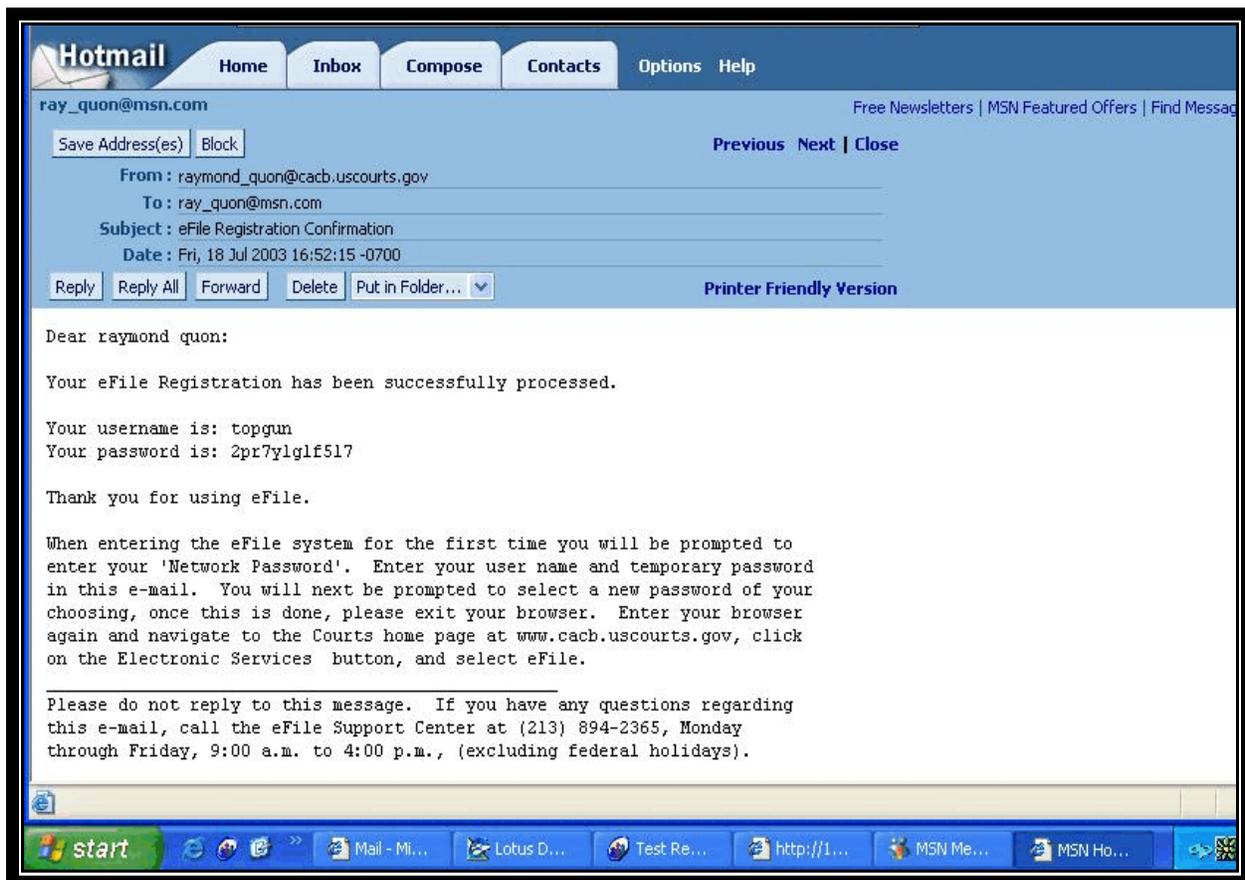


Figure 8

C. First Time Log In

1. From your web browser, go to <www.cacb.uscourts.gov>. From the menu on the left side, select **Electronic Services → eFile**.
2. Click on **User Log In**. (See Figure 1 on page 2.)
3. Enter **your username** and **temporary password** from your e-mail. (See Figure 9 below.)

NOTE: Passwords are upper/lowercase sensitive.



Figure 9

4. After successfully logging in with your username and temporary password, you will be prompted to enter a **new password**. Your new password must contain at least 6, but no more than 20, alphanumeric characters. **No spaces may be used**. (See Figure 10 below.)

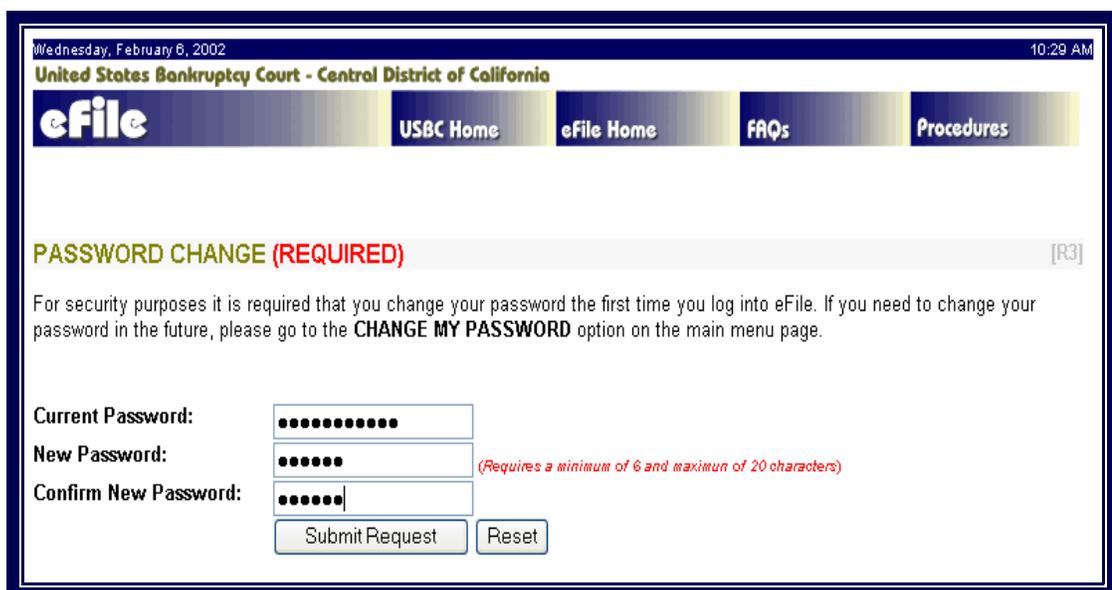


Figure 10

5. After entering your new password, you will need to completely close your browser (closing your browser will automatically log you out). Re-enter the *eFile* home page by re-opening a new browser window.
6. You may now log in with ***your username*** and the ***new password***.

D. Update Registration

This option may only be used to change registration information displayed on the Address and Billing Information tabs of your registration. Restricted fields appear in gray. (See Figure 11 below.)

WARNING: The registrant *eFile* e-mail address cannot be changed once your registration has been accepted. If you change the transaction and/or backup *eFile* e-mail address(es), carefully enter and verify the complete e-mail address(es). Entering incorrect address information will result in undeliverable messages.

Address	
We will not share this information with other individuals or companies.	
Address Line 1:*	<input type="text" value="500 Fantasy Court Road"/>
City:*	<input type="text" value="Richmond"/>
State:*	<input type="text" value="CA"/>
Zip:*	<input type="text" value="94807"/>
Country:*	<input type="text" value="USA"/>
Registrant E-mail Address:*	<input type="text" value="registrantemail@aol.com"/>
<small>(Registration/Pending Transactional Errors)</small>	
Transaction E-mail Address:*	<input type="text" value="transactionemail@earthlink.net"/>
<small>(Filing Transactions/Transactional Errors)</small>	
Backup E-mail Address:	<input type="text" value="backupemail@aol.com"/>
<small>(All Messages)</small>	
Phone No.:*	<input type="text" value="510-555-1212"/>
<small>(Example: 123-456-7890)</small>	
Fax No.:*	<input type="text" value="510-555-1234"/>
<small>(Example: 123-456-7890)</small>	
Challenge Question:*	<input type="text" value="Where's the best place to shop"/>
	<small>This information is needed in the event we need to verify who you are.</small>
Challenge Answer:*	<input type="text" value="On the Internet"/>
	<small>This information is needed in the event we need to verify who you are.</small>

Figure 11

1. From the *eFile* Main Menu, click on **UPDATE MY REGISTRATION**. (See red box in Figure 12 below.)

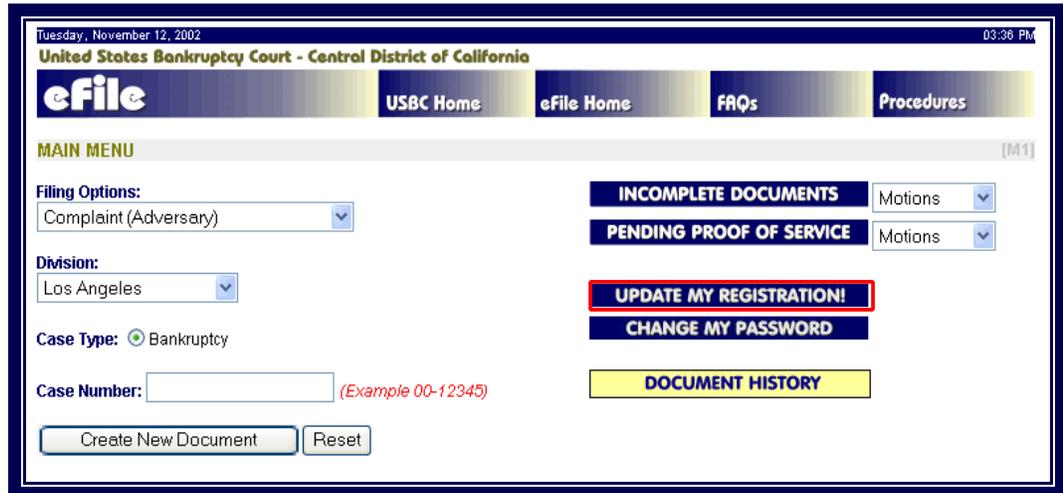


Figure 12

2. When all changes have been made, click on **Submit**. (See Figure 6 on page 6.)
3. You should receive a confirmation e-mail stating that your information has changed. If you do not receive an e-mail within one business day, contact the *eFile* Support Center at (213) 894-2365, Monday through Friday, 9:00 a.m. to 4:00 p.m. (excluding federal holidays).

NOTE: When changing billing information, your credit card will be validated.

E. Retrieving Forgotten Username

1. To obtain a username for your account, you must have your e-mail address information available.
2. From the *eFile* home page, click on **Forgot Your Username?**
3. You will be prompted to enter your e-mail address. Click on **Submit**. You will receive an e-mail with the requested information within one business day.



NOTE: This e-mail will be sent to only the registrant *eFile* e-mail address. If your account has a backup e-mail address, it will also be sent there.

F. Retrieving Forgotten Password

1. To obtain a password for your account, you must have your username and e-mail information available.
2. From the *eFile* home page, click on **Forgot Your Password?**
3. You will be prompted to enter your username and e-mail address. Click on **Submit**. You will receive an e-mail with a new temporary password within one business day.



NOTE: This e-mail will be sent to the registrant *eFile* e-mail account. If your account has a backup e-mail address, it will also be sent there.

4. You will need to change your temporary password the first time you log in. See Section B, "First Time Log In," for procedures.

G. Changing Your Password

1. From the *eFile* Main Menu, click on **CHANGE MY PASSWORD**. (See red box in Figure 13 below.)

A screenshot of the eFile Main Menu interface. The page title is "United States Bankruptcy Court - Central District of California". The navigation bar includes "eFile", "USBC Home", "eFile Home", "FAQs", and "Procedures". The "MAIN MENU" section contains several options: "Filing Options:" with a dropdown menu set to "Complaint (Adversary)"; "Division:" with a dropdown menu set to "Los Angeles"; "Case Type:" with a radio button selected for "Bankruptcy"; "Case Number:" with an input field and a red example "(Example 00-12345)"; "INCOMPLETE DOCUMENTS" with a "Motions" dropdown; "PENDING PROOF OF SERVICE" with a "Motions" dropdown; "UPDATE MY REGISTRATION!" (highlighted with a red border); "CHANGE MY PASSWORD" (highlighted with a red border); and "DOCUMENT HISTORY" (highlighted with a yellow border). At the bottom, there are "Create New Document" and "Reset" buttons.

Figure 13

2. Enter your current password in the provided field. Enter your new password (must contain at least 6, but no more than 20, alphanumeric characters) and confirm your new password in the provided fields. **No spaces may be used.** Click on **Submit**. Your password has been changed. On your next log in, you will need to use the new password.