

**United States Bankruptcy Court
Northern District of Florida**

Online Training Exercises for Limited Access (Creditor) Users

BEFORE YOU BEGIN: All documents to be created and filed during this training may be mock documents and are not required to be actual pleadings. For example, the Reaffirmation Agreement may be a single page PDF containing the word "Reaffirmation." Documents may be scanned to PDF or created using a PDF-maker software such as Adobe Acrobat (not the free reader).

Create a PDF document for each of the document types below to be filed in the case number provided by our office. All filing events available to Limited Access (Creditor) users are located in the Bankruptcy menu.

- Request for Notice (No Attorney Appearance)
[Bankruptcy > Claims and Creditor Activity > Creditor Claimant Activity > Request for Notices \(No Attorney Appearance\)](#)
- Reaffirmation Agreement
[Bankruptcy > Claims and Creditor Activity > Creditor Claimant Activity > Reaffirmation Agreement \(Official form 240A\)](#)
- Proof of Claim - uploading a Proof of Claim form
[Bankruptcy > Claims and Creditor Activity > File Claims](#)
- Proof of Claim using the "Speed Claim (ePOC)" process [ECF creates the form for you]
[Bankruptcy > Claims and Creditor Activity > File Speed Claim \(ePOC\)](#)

NOTE: *Proofs of Claim and claims attachments pursuant to Fed. R. Bankr. P. 3002(c)(7)(B) may be filed through our website without a login and password to CM/ECF using the ePOC method at <http://www.flnb.uscourts.gov/online-filing#poc>.*

- Assignment of Claim
[Bankruptcy > Claims and Creditor Activity > Creditor Claimant Activity > Notice of Transfer/Assignment of Claim](#)

When prompted, pay the filing fee using the training card information below:
Visa Card #4111-1111-1111-1111, security code 999, expiration date 01/2025

If you wish to apply for a login and password to the CM/ECF **LIVE** database after finishing these exercises, you must complete the registration form on our website at <https://ecf.flnb.uscourts.gov/AttorneyReg/> and email FLNB_TrainingRequests@flnb.uscourts.gov to advise that you have completed the training and have submitted your application for a login and password. Be sure to include your training case number.

If you have questions or need assistance, please contact our Help Desk:

1-888-765-1752 (toll free) or 521-5001 (local Tallahassee)
CMECF_HelpDesk@flnb.uscourts.gov