

REGISTRATION FORM - ECF TRAINING

US Bankruptcy Court - Eastern District of New York

CM/ECF Skills Checklist

Use this checklist to determine whether you are ready to receive training in the CM/ECF system. If you answer "No" to any of the questions below, you should seek out the appropriate training *before* you sign up.

Step 1 - Do you have the skills you will need to operate the CM/ECF System?

- | | | | |
|----|--|-----|----|
| 1) | I know how to use Windows-based word processing software (like Corel WordPerfect or Microsoft Word) or Windows-based bankruptcy forms software to create documents like motions, orders, and/or other case filings. | Yes | No |
| 2) | I know how to access the Internet <i>and</i> how to use an Internet Browser (like Netscape Navigator or Microsoft Internet Explorer) from my office computer. | Yes | No |
| 3) | Specifically, when using a Browser, I can do all of the following:
< use the <i>Forward</i> and <i>Backward</i> buttons
< set up bookmarks (like the court's Web site)
< download files
< use hyperlinks | Yes | No |
| 4) | I know how to use my office e-mail system to send messages to people outside of my office. | Yes | No |

Step 2 - Complete the form to schedule training:

Location: Brooklyn Courthouse (Ground Floor Training Room)
Central Islip Courthouse (1st Floor Training Room)

Training Date Requested: _____

Participant's Name(s): _____

Please specify

(A)ttorney or

(S)upport Staff

Firm Name: _____

Firm Address: _____

Phone No. _____

Fax No. _____

E-mail _____

Contact Person: _____

If you have questions about the skills you will need to use the CM/ECF system, please contact Margaret Merritt at the following email address: [Margaret Merritt@nyeb.uscourts.gov](mailto:Margaret.Merritt@nyeb.uscourts.gov). Completed forms can be forwarded to Margaret's attention via email, regular mail (U.S. Bankruptcy Court, 290 Federal Plaza, P.O. Box 9013, Central Islip, NY 11722-9013) or fax (631-712-6209).

PLEASE NOTE: Only attorneys who complete training will be issued passwords to use the system.

For Court Use Only:

Training Scheduled

yes	no
-----	----

Request made by: _____ phone
 _____ in person
 _____ received by mail

Date of Receipt: _____
Received by: _____