

# 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:<br>< use the <i>Forward</i> and <i>Backward</i> buttons<br>< set up bookmarks (like the court's Web site)<br>< download files<br>< 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 (7<sup>th</sup> Floor Training Room)  
Central Islip Courthouse (1<sup>st</sup> 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 Simone Carter at the following email address: [Simone\\_Carter@nyeb.uscourts.gov](mailto:Simone_Carter@nyeb.uscourts.gov). Completed forms can be forwarded to Simone'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.**

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**For Court Use Only:**

Training Scheduled

yes	no
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Request made by: \_\_\_\_\_ phone  
                          \_\_\_\_\_ in person  
                          \_\_\_\_\_ received by mail

Date of Receipt: \_\_\_\_\_  
Received by: \_\_\_\_\_