

CM/ECF Skills Checklist

Do you have the skills you'll need to operate the CM/ECF System?

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

- 1) I know how to use a windows-based word processing software package like Corel WordPerfect 9, Microsoft Word 2000 or a windows-based bankruptcy forms software to create documents like motions, orders, and/or other case correspondence. Yes No
- 2) I know how to access the Internet *and* 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: Yes No
 - ▶ use the *Forward* and *Backward* buttons
 - ▶ set up bookmarks (like the court's web site)
 - ▶ click on check boxes using my mouse
 - ▶ type in text boxes
 - ▶ download files
 - ▶ print documents
 - ▶ set my home page address
 - ▶ use hyper links
- 4) I know how to find the Bankruptcy Court's Internet site at the following address: www.ncwb.uscourts.gov. Yes No
- 5) I know how to read a Portable Document Format (PDF) file using Adobe Acrobat Reader software. Yes No
- 6) I know how to create, scan or print a document into a PDF format. Yes No
- 7) I know how to use my office e-mail system to send messages to people outside of my office. Yes No
- 8) I know how to add e-mail addresses to my office e-mail system. Yes No
- 9) I know how to attach a file to an e-mail message. Yes No

If you have questions about the skills you will need to easily use the CM/ECF system, please contact Jeff Ramsey (Director of Automated Systems) at (704) 350-7580. Thank you.