

United States Bankruptcy Court
Eastern District of Pennsylvania

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.

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|----|---|------------------------------|-----------------------------|
| 1) | I know how to use a windows-based word processing software package like Corel WordPerfect, Microsoft Word or a windows-based bankruptcy forms software to create documents like motions, orders, and/or other case correspondence. | <input type="checkbox"/> Yes | <input type="checkbox"/> 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, including dial-up steps. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3) | Specifically, when using a Browser, I can do all of the following: <ul style="list-style-type: none">▶ use the <i>Forward</i> and <i>Backward</i> 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▶ use hyperlinks | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4) | I know how to find the Bankruptcy Court's Internet site at the following address: <u>www.paeb.uscourts.gov</u> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5) | I know how to read a Portable Document Format (PDF) file using Adobe Acrobat software. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6) | I know how to create, scan or print a document into a PDF format using Adobe Acrobat software. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7) | I know how to use my office e-mail system to send messages to people outside of my office. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8) | I know how to add e-mail addresses to my office e-mail system. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9) | I know how to attach a file to an e-mail message. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |