



CM/ECF ATTORNEY AND STAFF TRAINING

**SEPTEMBER 14, 2004 AND SEPTEMBER 15, 2004
RADISSON HOTEL, BISMARCK, ND
AND
SEPTEMBER 22, 2004 AND SEPTEMBER 23, 2004
QUENTIN N. BURDICK U.S. COURTHOUSE, FARGO, ND**

AGENDA

9:00 - 9:15 a.m.

Welcome to Case Management /Electronic Case Filing (CM/ECF)

- Housekeeping
- Introductions
- Review Agenda

9:15 - 9:45 a.m.

CM/ECF Administrative Procedures and General Orders

9:45 - 10:00 a.m.

Accessing CM/ECF Training Database

- Browser Settings for ECF
- CM/ECF Menu Bar

10:00 - 12:00 noon (15 minute break in this segment)

Filing a New Bankruptcy Case

- Voluntary Petition
- Signed Documents
- Filing Fees
- Uploading Creditors
- Judge/Trustee/341 Assignment

Notice of Electronic Filing

Pleadings

- Amendments
- Remaining Schedules
- Certificates of Service

12:00 Noon - 1:30 p.m. - LUNCH ON YOUR OWN

1:30 - 3:30 p.m. (15 minute break in this segment)

Motion Practice

- Motion
- Generic Motion
- Proposed Orders
- Objection/Response/Reply to Motion

Opening an Adversary Case

- Entering Necessary Information
- Basic Statistical Data
- Filing Documents and Attachments
- Summons

Appeals

- Notice of Appeal to BAP or District Court
- Notice of Election
- Appeal Related Documents
- Request for Transcript

3:30 - 4:30 p.m.

Reports and Queries

- Cases Report
- Docket Report
- Claims Register
- Case Queries

Maintaining User Accounts

- Utilities Events
- User Account Information
- E-mail Options

Logging Out

- Logging Out of CM/ECF Before Closing Browser

Adjourn 4:30 p.m.

Practical Experience/Lab 4:30 - 5:00 p.m (not requested as part of CLE credits)

TOTAL CLE CREDIT HOURS REQUESTED 5.25 HOURS