



CM/ECF ATTORNEY AND STAFF TRAINING

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
- Filing Fees
- Uploading Creditors
- Auto Judge/Trustee/341 Assignment

Notice of Electronic Filing

Pleadings

- Remaining Schedules
- Amendments
- 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)

Opening an Adversary Case

- Entering Necessary Information
- Summons/Summons Service Executed

Motion Practice

- Motions/Applications
- Objection/Response/Reply to Motion
- Proposed Orders

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