

UNITED STATES DISTRICT COURT DISTRICT OF UTAH

Case Management

CM / ECF

Electronic Case Files

CM/ECF SKILLS CHECKLIST ELECTRONIC FILING IS COMING IN 2004

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

Use this list to determine if you are ready for CM/ECF. If there are any unchecked boxes, then you should seek out appropriate training *before* you sign up for CM/ECF training which will begin to be offered in a few months. We will not issue a login and password for the CM/ECF training database until you are proficient in these basic skills.

- I can access the Internet using an Internet Browser such as Internet Explorer or Netscape Navigator from my office computer.
- Specifically, when using a Browser, I can do all of the following:
 - Use the *Forward* and *Backward* buttons
 - Set up bookmarks (like the court's website)
 - Click on check boxes using my mouse [or trackball or touchpad]
 - Type in text boxes
 - Download files
 - Print documents
 - Set my home page address
 - Use hyperlinks
- I can access the court's website at <http://www.utd.uscourts.gov>.
- I can use a windows-based word processing software package like Corel WordPerfect or Microsoft Word to create documents like motions, proposed orders, and/or other case correspondence.
- I can use Adobe Acrobat Reader software to view and scroll through documents downloaded over the Internet as PDF (Portable Document Format) files.
- I know how to create, scan or print a document into a PDF format.
- I can save a document that I created by naming it and saving it as a file in a computer drive folder or directory, and can later find the file to reopen the document.
- I am familiar with the e-mail system in my office and can attach a document to an e-mail message as well as open a document that has been e-mailed to me.