

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF MICHIGAN



CM/ECF SKILLS CHECKLIST

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

Use this list to determine if you are ready to receive training in the CM/ECF system. If there are any unchecked boxes, then you should seek out appropriate training *before* you sign up for CM/ECF training. 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 (i.e.FireFox or Google Chrome) from my 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.miwb.uscourts.gov>.

I can use a windows-based word processing software package like Microsoft Word or a windows-based bankruptcy forms software 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.

I can create a mailing matrix using a word processing format and then save it in an ASCII text format.