

**UNITED STATES BANKRUPTCY COURT EASTERN
DISTRICT OF OKLAHOMA**



CM/ECF Skills/Readiness Survey

The Bankruptcy Court for the Eastern District of Oklahoma is trying to assess the readiness of members of the Oklahoma Bar for transition into the electronic filing process. Please answer all the questions on this survey. Your responses will greatly help develop training programs.

Yes No

1. Does your office have a computer running a standard platform such as Microsoft Windows or Macintosh? (if yes please specify)
- Windows Macintosh Other _____
2. Does your office have internet access?
3. What type of internet connection does your office have? (please specify)
- Dial-up DSL Cable Modem Other _____
4. Do you know how to access the internet and how to use an internet browser?
5. Which internet browser does your office use? (please specify)
- Netscape MS Explorer Other _____
6. Do you know how to use a word processing software such as Corel Word Perfect or Microsoft Word?
7. Do you know how to create, scan, and print a document into a "PDF" format?
8. Does your office use bankruptcy software to prepare petitions, pleadings, etc.?
- (if yes please specify name/vendor) _____
9. Does your bankruptcy software have the ability to create "PDF" documents?
10. Does your office currently have a document scanner? (if yes please specify)
- Make _____ Model _____

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Yes No

11. Do you know where to store files on your office computer or network and how to retrieve them?
12. Does your office use email? (if yes please specify email program)
- _____
13. Do you know how to use your office email to send messages to people outside of your office?
14. Do you know how to attach files to an email message?
15. Do you have a credit or debit card to be utilized for payment of filing fees through CM/ECF?
16. Are you admitted to practice law in the Eastern District of Oklahoma?
17. Approximately how many bankruptcy petitions do you (or your firm) file in a _____
18. Who actually prepares new case documents and motions?
(generally describe process)

Please return completed survey to:

Therese Buthod
United States Bankruptcy Court
Eastern District of Oklahoma
P.O. Box 1347
Okmulgee, OK 74447

- or -

Fax completed survey to:

918.756.9248