U.S. Bankruptcy Court
Eastern District of Texas

CM/ECF Skills Checklist

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

Use this checklist to determine whether you are ready to receive training in the CM/ECF system. If you answer "No" to any of the questions below, then you should seek out appropriate training *before* you sign up for CM/ECF training.

1. I know how to use windows-based word processing software package like Corel WordPerfect 9, Microsoft Word 2000 or a windows-based bankruptcy forms software to create documents like motions, orders, and/or other case correspondence. ☐ Yes ☐ No

2. I know how to access the Internet *and* how to use an Internet Browser like Netscape Navigator or Microsoft Internet Explorer from my office computer. ☐ Yes ☐ No

3. Specifically, when using a Browser, I can do all of the following: ☐ Yes ☐ No

   ➢ use the *Forward* and *Backward* buttons
   ➢ set up bookmarks (like the court's web site)
   ➢ click on check boxes using my mouse
   ➢ type in text boxes
   ➢ download files
   ➢ print documents
   ➢ set my home page address
   ➢ use hyper links

4. I know how to find the Bankruptcy Court's Internet site at the following address: www.txeb.uscourts.gov. ☐ Yes ☐ No

5. I know how to read a Portable Document Format (PDF) file using Adobe Acrobat Reader software. ☐ Yes ☐ No

6. I know how to create, scan or print a document into a PDF format. ☐ Yes ☐ No

7. I know how to use my office e-mail system to send messages to people outside of my office. ☐ Yes ☐ No

8. I know how to add e-mail addresses to my office e-mail system. ☐ Yes ☐ No

9. I know how to attach a file to an e-mail message. ☐ Yes ☐ No

If you have questions about the skills you will need to easily use the CM/ECF system, please contact The Local Clerks Office. Thank you.