

## NOTICE

I am pleased to announce that the Clerk's Office for the United States District Court for the Eastern District of Pennsylvania will be conducting hands-on training sessions for Civil and Criminal on the Electronic Case Filing System (ECF). This training will be held at the United States Courthouse, 601 Market Street, Philadelphia, PA and is available to members of the bar, paralegals, secretaries and automation support staff.

CM/ECF will allow attorneys to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. CM/ECF also provides the following benefits:

- 24-hour access to filed documents over the Internet
- Automatic email notice of case activity
- The ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents

If you are interested in attending a training session, please complete the attached registration form indicating three date preferences. The training sessions are held every Tuesday and Thursday at 10:30 am. The training sessions will last approximately two hours. You will be notified of the date you are scheduled for training.

Thank you for your interest in the ECF system and if you have any questions on the ECF system, please call the toll-free number 1-866-ECF-4ECF (1-866-323-4323).

Michael E. Kunz  
Clerk of Court

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF PENNSYLVANIA**

**Office of the Clerk of Court  
ECF Training Registration**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

1<sup>st</sup> Date Preference: \_\_\_\_\_ 10:30 am

2<sup>nd</sup> Date Preference: \_\_\_\_\_ 10:30 am

3<sup>rd</sup> Date Preference: \_\_\_\_\_ 10:30 am

Please FAX the completed form to (215) 597-6390

-or by e-mail to-

PAED\_clerksoffice@paed.uscourts.gov

- or by mail to -

Office of the Clerk of Court  
2609 United States Courthouse  
601 Market Street  
Philadelphia, PA 19106  
Attn: ECF Training Registration Form