

UNITED STATES DISTRICT COURT
DISTRICT OF UTAH



CM/ECF SKILLS CHECKLIST
ELECTRONIC FILING IS COMING IN 2005

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 (also called favorites) (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.

US DISTRICT COURT – DISTRICT OF UTAH
NOTICE FROM THE CLERK OF COURT
Oct. 1, 2004

Hardware and Software Requirements for ECF (Electronic Case Files)

The U.S. District Court for Utah will convert to Electronic Case Files within the next 6 - 8 months. Attorneys will need the following hardware and software to utilize the new system to electronically file, view, and retrieve case documents.

- **COMPUTER:** A personal computer running a standard platform such as Windows 2000, NT, XP or Macintosh
- **INTERNET ACCESS:** Access speed of 56K or higher.
- **EMAIL ACCOUNT:** An email account capable of receiving internet email. Free email accounts are not recommended due to mailbox size restrictions, resulting in returned emails.
- **INTERNET BROWSER:** For security purposes, electronic filing users must utilize Netscape Navigator 4.5, 4.7 or 4.76 or Internet Explorer 5.5 or 6.0. See information at http://www.uscourts.gov/cmecf/cmecf_faqs.html#5. At this writing, Netscape version 7.x is also approved as compatible.
- **PDF DOCUMENT SOFTWARE:** Document conversion software, such as Adobe Acrobat Writer, CutePDF or Fine Print pdfFactory, to convert documents from a word processing format to portable document format (PDF). WordPerfect versions 9 and above have pdf conversion software built in.
- **PDF READER:** Adobe Acrobat Reader or comparable. Comes standard with Adobe Acrobat Writer, otherwise can be downloaded for free from <http://www.adobe.com>.
- **DOCUMENT SCANNER (recommended, but not mandatory):** A scanner to convert documents from paper format to electronic format, if they are not available in your word processing system. Scanned documents result in a larger file size, and take much longer to transmit, slowing down the electronic filing and retrieval process. For that reason, the court is slowly phasing out the use of scanned documents and requests that you do the same when possible.