

United States Bankruptcy Court  
Southern District of Illinois

**CM/ECF Skills Checklist**

Use this checklist to determine whether you are ready to receive training on the CM/ECF system. If you do not have the skills listed below, then you should seek out appropriate training *before* you sign up for CM/ECF training.

1. I know how to use a windows-based word processing software package (e.g., WordPerfect, Microsoft Word) or a windows-based bankruptcy forms software package to create documents like motions, orders and/or other case correspondence.
2. I know how to access the Internet and how to use an Internet browser (e.g., Netscape Communicator) from my computer.

Specifically, when using a browser, I can do all of the following:

- ⇒ use the *Forward* and *Back* buttons
- ⇒ set up bookmarks (like the court's web site)
- ⇒ download files
- ⇒ print documents
- ⇒ use hyperlinks

3. I know how to find the Bankruptcy Court's Internet site at the following address:  
[www.ilsb.uscourts.gov](http://www.ilsb.uscourts.gov)
4. I know how to read a Portable Document Format (PDF) file using Adobe Acrobat Reader software.
5. I know how to create, scan or print a document into PDF format.
6. I know how to use my office e-mail system to send messages to people outside of my office.
7. I know how to send and receive attachments to an e-mail message.

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If you have questions about the skills you will need to use the CM/ECF system, please contact Mary Kelemetc, Systems Manager at (618) 482-9308 or Keith Null, Assistant Systems Manager at (618) 482-9410.