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.

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.

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

I know how to find the Bankruptcy Court's Internet site at the following address: www.ilsb.uscourts.gov

I know how to read a Portable Document Format (PDF) file using Adobe Acrobat Reader software.

I know how to create, scan or print a document into PDF format.

I know how to use my office e-mail system to send messages to people outside of my office.

I know how to send and receive attachments to an e-mail message.

If you have questions about the skills you will need to use the CM/ECF system, please contact the CM/ECF Help Desk at (618) 482-9075.