U.S. District Court
District of Massachusetts

CM/ECF Skills Checklist

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

Use this check list 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 a windows-based word processing software package like Corel WordPerfect 9, Microsoft Word 2000 or a windows-based 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 District Court's Internet site at the following address: www.mad.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

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If you have questions about the skills you will need to easily use the CM/ECF system, please contact Helen Costello, Projects Manager at (617) 748-4428 or Ginny Hurley, Operations Manager at 617-748-9166. Thank you.