

## 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](http://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.