Application for Training and Pre-Class Training Requirements

Note: A separate Application for Training and completion of the online Pre-Class Training Exercises is required for EACH person in an attorney's or trustee's office before attending instructor-led ECF classroom training.

Before You Proceed:

- You must ensure that all ECF hardware/software requirements posted on this website have been met at your site.

- You must have a valid PACER login and password for your firm or office. If you do not have one, then please contact the PACER Service Center at : http://www.pacer.psc.uscourts.gov/register.html

- You must have a credit card or a debit card with a credit card logo on it. Be sure to get a credit limit which is adequate for the filing fees you will be charging to the card. The ECF credit card window will extract your name from the ECF system, so it's best if the name on the card exactly matches your name in ECF. (To verify your name in ECF, check any PACER docket report for a case in which you are a party or an attorney for a party. If you need to change your name in ECF to match an existing credit or debit card, contact the court.)

- Use the following checklist to determine whether you are ready to receive training on the ECF system. If you do not have the skills listed below, then you should seek out appropriate training ASAP before you sign up for ECF training. You can get training at many libraries, schools, and community centers. If you feel you meet all the prerequisites, then proceed with the Pre-Class Exercises.

ECF Skills Checklist

1. I know how to use a Windows-based word processor (such as WordPerfect or Word) 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 and have obtained the version needed for 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 website at the following address: http://www.orb.uscourts.gov

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

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

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

You may want to print this document before proceeding with the exercises.

Pre-Class Exercises

The purpose of the Pre-Class Training is to minimize the time you spend in Instructor-led ECF Classroom Training and to provide you with some basic computer skills practice before you come to class.

Portable Document Format (PDF):

Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colors, and graphics of any source document, regardless of the application and platform used to create it. ECF requires that all documents submitted to the court electronically (except for matrices) be in PDF format. Documents originally created in either WordPerfect or Word can be easily converted to PDF documents using Adobe Acrobat 6.x or newer. Many of the court forms used in ECF are PDF documents and the forms often must be completed and attached to ECF filings. Completing these PDF forms can be done on your computer and saved there to be retrieved and attached at the time of filing.

In the following Pre-Class training exercises you will be manipulating PDF forms and converting word processing files to PDF.

In the following exercises, you will be asked to :

1. Work through each lesson's exercise and complete the designated task.
2. Save each document to the same drive and folder on your PC.
3. Compose an e-mail message with the subject title "Application for ECF Training and Pre-Class Exercises".
4. Attach the Application for Training (Lesson 1) and the PDF file you created (Lesson 2) to the e-mail message.
5. Send the e-mail and PDF attachments to:

   training_eug@orb.uscourts.gov For training in Eugene
   training_pdx@orb.uscourts.gov For training in Portland

6. Complete the ECF Tutorial available on our website at:
   http://www.pacer.psc.uscourts.gov/cmecf/gov

Lesson 1. Filling Out On-Line Forms

1. Fill out the on-line **Application for ECF Training form**. Open this form by clicking on the following hyperlink : **http://www.orb.uscourts.gov/ecfaplctrn**. This is a "Fillable PDF" document meaning you can type your answers right on the form and save it to your computer. Click in the answer area of each question; your cursor becomes a text cursor which blinks and looks like this: ▌ Type your answers right on the screen. Use the tab key to move to the next question.

2. Save a copy of the Application as follows:

a. After you have answered all questions on the Application, save a **copy** of the PDF document by clicking on *File> Save As*.

b. The *Save a Copy* dialog box opens.
   Select a drive on your computer.
   When asked for a file name, name the file **ecfapp.pdf**
   Click on **Save**.

   NOTE THE LOCATION WHERE YOU SAVED THE FILE.

Lesson 2. Converting a Word Processing Document to PDF Format.

1. Create a document of your own choosing using your word-processing software program. The document can be of any subject matter that you don't mind sending to the Bankruptcy Court.

2. Save the document as a PDF file and name it **mypdf.pdf**.

Instructions on how to save WordPerfect or Word Files in PDF format. Note: You must have full version of Adobe Acrobat 6.x or newer installed for this to work correctly.

a. Open a 1-page document using either WordPerfect or Word. Choose a document that you don't mind sending to the Bankruptcy Court. It will only be used to determine if you are able to create a PDF document.

b. From the main menu, click on *File > Print*. The *Print* dialog box appears.

c. Select **Adobe PDF** in the printer *Name* field
   In WordPerfect, click **Print**
   In Word, click **OK**

d. The *Save PDF File As* dialog box opens - Select a drive and folder in which you will place the newly created PDF document. Choose a drive and folder that is easy for you to remember as you will need to retrieve the document later to complete the training. Preferably, choose the same location as in the previous lesson when you saved the application for training.

e. In the *File Name* field, type the following file name: **mypdf.pdf**, then click on **Save**. The word-processing program "prints" the PDF document, and Adobe Acrobat opens, displaying the newly created PDF document. If Adobe Acrobat does not automatically open, then open Adobe Acrobat and retrieve the file.

f. Check to ensure that the PDF document was fully and correctly "printed". If it was not, return to step 2 and try again.

3. Compose an e-mail message and title your subject line **Application for ECF Training and Pre-Class Training Exercises**. Include your name and the name of the attorney/trustee's in the body of the message.

4. Attach your PDFs to the message. You should have two: the Application for ECF Training you completed in Lesson 1, and the file you created in this lesson.

5. Send your message to: training_eug@orb.uscourts.gov to attend training in Eugene; or
   training_pdx@orb.uscourts.gov to attend training in Portland.

A representative of the court will contact you to confirm attendance at one of our ECF classes.

Lesson 3. Complete the ECF Tutorial Available on this Website

Complete the ECF Tutorial on our website **http://www.pacer.psc.uscourts.gov/cmecf/gov**. This self paced tutorial will familiarize you with the look and feel of ECF. You will learn how to navigate from screen to screen and how to enter information in ECF. Your classroom experience will be greatly enhanced when you complete the tutorial before you attend. Local court procedures may differ from those shown in the tutorial.