

UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII

Case Management

CM / ECF

Electronic Case Files

**APPLICATION FOR CM/ECF
TRAINING CLASS**

Name: _____ Firm Name: _____

Address: _____

Telephone: _____ Email Address: _____

Case Filing Class Creditor Class Date of Class: 1st Choice: _____ 2nd Choice: _____

You should look in the Training Section of the CM/ECF web page for the current list of training dates. We may not be able to honor your first or second choices, or we may ask you to participate in another session. If there is a problem we will contact you.

We require applicants for the training classes to provide information concerning their personal skill levels and also to provide information concerning the types of automation software and equipment which they are either using or which they intend to use with CM/ECF. Please attach the following to this application: The **CM/ECF Skills Checklist** and the **CM/ECF Office Automation Survey**. These forms are available in the Training section of the CM/ECF page on our website: www.hib.uscourts.gov

We also require that you prepare for the training class by doing the following before submitting this application for a training class:

CBT's – Open the Computer Based Training program and go through all of the six modules of the program. This program is part of this court's web site and is located in the **Training** section of the CM/ECF page.

Conversion of Documents to PDF – You must convert several documents [which you have prepared using your word processing software] to PDF format. There is a User Guide with instructions for making this conversion in the Training section of the CM/ECF page. If you are using Adobe Acrobat for the conversion process, we ask that you use Adobe PDF Writer and not Adobe Distiller to convert the documents.

Creation of a Mailing Matrix – You must prepare a mailing matrix and convert the matrix to a text file. Please prepare a sample matrix. There are instructions in the User Guide section of the CM/ECF Training page for preparing a matrix and saving the matrix as a text file. You must also review the Style Guide for information on how to format the names and addresses.

Application for Login and Password for the CM/ECF Training Database: If you have completed the exercises above, and if you indicate on the CM/ECF Skills checklist that you have all of the basic skills listed, then you may now apply for a login and password for the CM/ECF Training Database which will allow you to practice filing cases and documents in our training database immediately. See below.

I request that the court issue a login and password to me so that I can access the court training database. I have completed all of the training exercised listed above and have all the basic skills which are listed on the CM/ECF Skills Checklist. If given a login and password for the training database, I agree to abide by all orders, rules, and administrative procedures governing the use of my login and password. I understand that I will not be given a login and password to use in the live database until I have been trained and certified by the court and have agreed to the provisions required for registration as an ECF user.

I request that the court allow me to take the training course which I have indicated above. I have completed the following training exercises: I have completed all of the Computer Based Training [CBT] modules which are posted to the CM/ECF training page, I have converted several documents from a word processing format to PDF, and I have created several matrices in the prescribed format and have converted them to text files.

The following forms are attached to this application:

Registration Form for Full Participant User. No login and password can be issued unless this form is completed.

CM/ECF Skills Checklist. Required for all applicants.

CM/ECF Office Automation Survey. Required for all applicants.

X _____

You may return this Application and attached documents to the court in several ways:

1. Attach the completed forms to an email message. Send to the Helpdesk@hib.uscourts.gov
2. Fax to 808-522-8120
3. Mail to:
CM/ECF Training Program
U.S. Bankruptcy Court
1132 Bishop Street, Ste. 250 L.
Honolulu, HI 96813