



U.S. Bankruptcy Court Northern District of Oklahoma Training Preparation Checklist

This Training Preparation Checklist assures that you have the tools and skills necessary for a successful CM/ECF training experience. Please review this document prior to attending training and **bring this form with you to the training class.**

Skills Checklist:

If you answer "No" to any of the questions below, you should seek appropriate training **before** attending CM/ECF training class.

1. I know how to use a windows based word processing software package such as Corel WordPerfect or Microsoft Word, and a windows based bankruptcy forms software (if applicable).
2. I know how to access the Internet and how to use an Internet Browser like Firefox or Internet Explorer from my office/home computer.
3. Specifically, when using a Browser, I can do all of the following:
 - use the Forward and Back buttons
 - click on check boxes using a mouse
 - type in text boxes
 - download & save files
 - print documents
4. I know how to view a Portable Document Format (PDF) file using Adobe Acrobat Reader software.
5. I know how to create, scan, or print a document into a PDF format.

PC Minimum Requirements Checklist:

- A personal computer running a standard platform such as Windows or Mac OS X.
- A PDF-compatible word processor like Mac OS X or Windows-based versions of Corel WordPerfect or Microsoft Word.
- Internet service.
- A Web browser. Recommended browsers are Mozilla Firefox 2 or 1.5, or Microsoft Internet Explorer 7.0 or 6.0. Some users have had positive experiences with other Web browsers, but those listed here have been tested and certified for compatibility with CM/ECF. Mozilla Firefox is compatible with Mac and can be downloaded at no cost.
- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat 8 Professional is recommended, but Adobe Acrobat 7 Professional, Adobe Acrobat 6 Professional, and Acrobat Writer 5.0 adequately meet the CM/ECF filing requirements.
- Adobe Acrobat Reader, which is available for free, is needed for viewing PDF documents.
- A scanner may be necessary to create electronic images of documents that are not in your word processing system.

By taking this training class, I, _____, hereby agree to the following:

- I will complete all required assignments provided to me in class
- I will begin to file electronically within 30 days of the scheduled training

Date: _____ Attorney/Participant Signature: _____

Firm Name: _____ Phone Number: _____

If you have questions about any of the above, please contact the ECF Help Desk at (918) 699-4072