

**CM/ECF Training
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN**

Target Audience: Attorneys and/or support staff responsible for e-filing (secretaries, paralegals, legal assistants)

Class Time: Approximately 90 minutes

Course Description: An introduction to and overview of the CM/ECF system, including:

- E-filing requirements (necessary software/hardware/accounts)
- Demonstration of how to electronically file documents in a case
- Tips on accessing documents through e-mail notification
- Tips on managing electronically filed documents in your office
- Review of Local Civil Rule 5.7, Local Criminal Rule 49.10, and proposed amendments
- Question and answer period to respond to your particular questions