

**U.S. Bankruptcy Court
Eastern District of Missouri**

CM/ECF Skills Checklist

Do you have the pre-requisite skills needed to file documents electronically?

CM/ECF requires minimal skill levels. Use this checklist to assess your skills.

- 1) I know how to use a Windows-based word processing software package like Corel WordPerfect 9, Microsoft Word 2000 or a Windows-based bankruptcy forms software to create 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* button
 - 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 Bankruptcy Court's internet site at the following address: www.moeb.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**