

CM/ECF Training for Attorneys

The attached CD-ROM disc will give you hands-on experience using the Court's new Case Management/Electronic Case Filing system that will be implemented over the course of the next 18 months.

The training materials are in HTML format, which means you will need Microsoft's Internet Explorer version 4 (or later) or Netscape Navigator version 4 (or later) to use them.

To access the training materials, follow these simple steps:

1. Insert the CD in your computer's CD-ROM drive.
2. **Double-click** the **My Computer** icon on your desktop. The My Computer window will open.
3. Locate the icon for your CD-ROM drive (typically D:)
4. **Double-click** the icon for your **CD-ROM drive**. Another window will open.
5. Locate the file named **Index** (or **Index.htm**), and **double-click it**.
6. The tutorial will open in your web browser. Simply follow the on-screen instructions to complete the training.