

**UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII**

Case Management

CM / ECF

Electronic Case Files

CM/ECF - SKILLS CHECKLIST

Please use this checklist to determine whether you are ready to receive training in the CM/ECF system. If there are unchecked items, we strongly encourage you to seek appropriate training before attending a CM/ECF class at the court.

- I can access the Internet using an Internet Browser such as Internet Explorer or Netscape Navigator from my office computer.
- When using the browser, I can do the following:
 - * Use the *Forward* and *Backward* buttons
 - * Set up bookmarks
 - * Click on check boxes using the mouse
 - * Type in text boxes
 - * Download files
 - * Print documents
 - * Use hyperlinks
- I can access the court's website at <http://www.hid.uscourts.gov>.
- I can use Adobe Acrobat Reader software to view and scroll through documents downloaded over the Internet as PDF (Portable Document Format) files.
- I can use word processing software to create documents.
- I can save a document that I created by naming it and saving it as a file in a computer drive folder or directory, and can later find the file to reopen the document.
- I can convert a document created in a word processing format [e.g., WordPerfect or MS Word] to a PDF.
- I can scan a document and can save it as or convert it to a PDF file.
- I am familiar with the e-mail system in my office and can attach a document to an e-mail message as well as open a document that has been e-mailed to me.