

Case Management /Electronic Case Filing-CM/ECF Request for Training/Readiness Survey

ARE YOU READY FOR CM/ECF?

The Bankruptcy Court for the District of Utah would like to assess the readiness of attorneys and creditors for transition to electronic case filing (ECF). So that we may obtain some information about your needs prior to training, please answer the following questions related to hardware, software and skill level in your office. You may send the completed survey by email to: michelle_bugni@utb.uscourts.gov, by fax to (801) 524-4409, or mail the completed form to the US Bankruptcy Court, Training Department, 350 South Main Street, Salt Lake City, Utah 84101. After submission, you will be contacted to schedule training.

Attorney Name/Firm _____ Date: _____

E-Mail address: _____ Phone: (____) _____

Type of Practice: Mostly Debtor counsel _____ Mostly Creditor Counsel _____ Proof of Claim filer _____

Total number of people from your office attending the training _____

- | | | | | |
|----|--|-----------------------|----------------------|-------|
| 1. | Do you have internet access in your office? | Yes | No | |
| 2. | What internet browser do you use? | Netscape
Navigator | Internet
Explorer | Other |
| | If other please specify _____ | | | |
| 3. | Does your office have the Adobe Acrobat Writer software which allows you to save a word processing document or file into a Portable Document Format (PDF)? | Yes | No | |
| 4. | Do you know how to view documents using Adobe Acrobat? | Yes | No | Some |
| 5. | Do you know how to store and retrieve files? | Yes | No | Some |
| 6. | Does your office use bankruptcy software to prepare petitions and required pleadings? | Yes | No | |
| | If yes, please indicate the name of the software _____ | | | |
| 7. | What word processing software does your office use? | MS Word | WordPerfect | Other |
| 8. | Does your office have at least one image scanner? | Yes | No | |