

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF RHODE ISLAND**

CM/ECF ATTORNEY TRAINING AGENDA

1. Welcome and Introductions

2. 4th Amended Administrative General Order **Binder Pocket**

3. Adobe Acrobat Writer (Using WP or Word) **1-6**

4. Logging into CM/ECF **1-4**

5. Bankruptcy Case Opening

Open Chapter 7 case and credit card module **2-1**

Upload creditors **2-13**

Judge/Trustee assignment (6 slots/half hour) **2-11**

6. Case Upload (and Judge/Trustee assignment) DEMO ONLY **2-8**

7. Motions/Responses Processing

Application to Employ (w/Affidavit attached) **5-1**

Motion for Relief from Stay with attached Memorandum of Law and Proposed Order (leave room for judge's signature) (Add/Create New Party & Role Type) **5-13**

Objection/Response/Consent **9-14**

Application for Final Compensation **5-3**

BREAK

8. Utilities

Method to Create Certificate of Service **DEMO ONLY** **9-1**

Mailing Labels by Case vs. Creditor Mailing Matrix **DEMO ONLY** **1-35**

Maintain User Accounts

User Transaction Log **1-40**

Internet Payment History and Payments Due **DEMO ONLY**

9. Reports **1-38**

Calendar Events (hearings)
Calendar Monthly (341 meeting, deadlines)
Cases

10. Corrective Entries **11-3**

Clerk's office practice: Terminate document and resubmit; corrective entries.
Attorneys: Amendment filing

11. Local Support Plan **11-2**

Internet site
Knowledge Base/Help Desk

12. Miscellaneous Tips/Traps/Discussion Points:

Review Tip List
Adversary Proceedings
Amended Schedules/Creditor Maintenance

PRACTICE FILING

13. Receive login and password to train and live databases
Complete CLE and Evaluation forms