

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

CM/ECF CREDITOR TRAINING AGENDA

1. Welcome and Introductions

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

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

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

5. Certificate of Service (filed with pleading) DEMO ONLY

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

Mailing Labels by Case; Mailing Info for Case; Creditor Mailing Matrix **1-35**

6. Motions/Responses Processing

Notice of Appearance (text only) **9-6**

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 (to Objection to Claim) **9-14**

Credit Card Module (w/waiver and defer fee)

7. Claims

Proof of Claim (searching/adding creditor) **10-5**

Creditor Maintenance

BREAK

8. Adversary Case Opening

Section 523 Complaint **6-1**

Answer to Complaint	6-11
9. Utilities	
Maintain User Accounts	
User Transaction Log	1-40
Internet Payment History and Payments Due	DEMO ONLY
10. Reports	1-38
Calendar Events (hearings)	
Claims Register	
11. Corrective Entries	11-3
Clerk's office practice: Terminate document and resubmit; corrective entries.	
Attorneys: Amendment filing	
12. Local Support Plan	11-2
Internet site	
Knowledge Base/Help Desk	
13. Miscellaneous Tips/Traps/Discussion Points:	
Review Tip List	
14. Complete CLE and Evaluation Forms and receive login and password to train and live databases	