

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

**CM/ECF ATTORNEY 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. 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**