

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

**COURT TRAINING POLICY FOR ELECTRONIC FILING**

**1. ATTENDANCE POLICY:** Once an attorney and/or legal staff has been given a training date, 48 hours notice of cancellation to the Court is required in order that others on the waiting list can be accommodated. Each registrant is permitted to cancel one time only. After one cancellation, the attorney or legal staff will be required to contact the Court 48 hours prior to the next scheduled training date to determine if there are any available spaces.

**2. USE OF CREDIT CARD TO PAY FILING FEES:** In order to participate in the cm/ecf filing system, all filers must use the Internet credit card module (“cc module”) to pay any required fees. The cc module permits the option to “pay now” or to “continue filing”. This option allows an attorney to wait until the end of the day’s filing to pay all fees in one transaction rather than having to do so with each filing. However, in order for the Court to properly collect and manage fees, attorneys will be required to pay all fees within a 48 hour period or will automatically be locked out of the system. Once locked out, the filer will be required to pay all outstanding fees before being able to file in the system again. Additionally, if a filer believes that a charged fee should be waived or deferred, the filer should select the “continue filing” button and contact the Court’s Financial Administrator, April Elderkin, at 528-4477, ext. 42, within 24 hours to have the fee removed before processing.

**3. TWO WEEKS TIME TO BEGIN ELECTRONIC FILING:** Once an attorney or legal staff have attended the Court’s electronic filing class and been given a password and login to the system, a two-week period will be allowed to begin electronic filing in the live system. If this period expires without any filing, the password and login will be cancelled and the attorney and/or legal staff will be required to retake the training class on a space available basis only.

**4. CONTINUING LEGAL EDUCATION CREDIT:** Attorneys who attend the electronic filing training class will receive 4.0 credit hours of CLE.

**5. SNOW DELAYS/OFFICE CLOSING:** It is the policy of the Clerk’s Office of the United States Bankruptcy Court, District of Rhode Island to cancel any ECF Training Class to be held in the morning on a day when the Clerk’s Office delays opening. All classes cancelled due to a delay in opening or office closing will be rescheduled. ECF classes scheduled for the afternoon are unaffected by a delayed opening. Those registered for ECF training may call the Clerk’s Office for a voice mail update or check the court’s website for an alert. A court trainer will contact all participants to reschedule their training class.