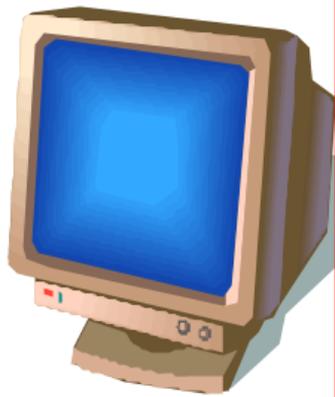


# **MONTHLY ECF ORIENTATION SESSIONS**

**COME LEARN WHAT  
ELECTRONIC  
FILING IS ALL  
ABOUT AND HOW TO  
GET STARTED!**



***NO ADVANCE  
REGISTRATION  
REQUIRED —***

***COME TO THE COURTROOM  
AT 2:00 PM ON ANY OF THE  
FOLLOWING DATES:***

- FEBRUARY 18***
- MARCH 17***
- APRIL 21***

**U.S. Bankruptcy Court**

380 Westminster Street  
Providence, RI 02903

Phone: 528-4477  
Fax: 528-4470



## **WHERE:**

**Bankruptcy Courtroom; 6th  
Floor, 380 Westminster Mall**

## **WHEN:**

**Third Wednesday of every  
month, beginning October  
15, 2003**

## **TIME:**

**2:00 to 3:30 PM**

For more information, contact  
**ECF Training Coordinator,**  
**Kristen Batty** @ 528-4477 ext  
33 or e-mail:

[Kristen\\_Batty@rib.uscourts.gov](mailto:Kristen_Batty@rib.uscourts.gov)

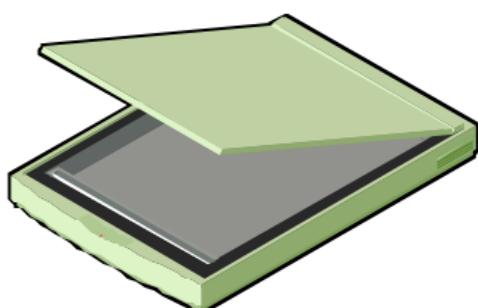
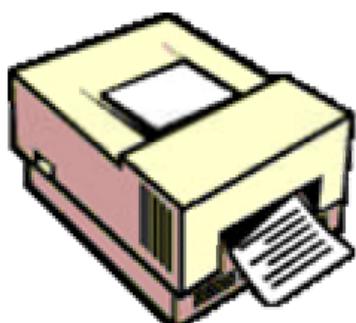
**Visit us On-Line at**  
**[www.rib.uscourts.gov](http://www.rib.uscourts.gov)**

# HARDWARE & SOFTWARE

Hardware and software requirements will be discussed including the **Case Upload** feature.

## Basic Requirements Include:

- **A PC running Windows 95/98/2000/XP or Macintosh** with a minimum of 128MB of RAM (256MB is recommended)
- **Internet access** through an Internet Service Provider with access speeds of 56K or higher.
- Netscape Communicator 7.0
- Adobe Acrobat Writer 4.0 or higher and Adobe Acrobat Reader 4.0 or higher.
- **A scanner** for imaging documents that do not exist in electronic format.
- A PACER account



# LIVE ECF DEMONSTRATION

**The Orientation Session will include a brief demonstration of the Electronic Filing System, including how to file a motion and memorandum of law; filing of an objection/response; the use of the credit card module and an overview of the types of reports available in the system.**



Welcome to the United States Bankruptcy Court for the District of Rhode Island

[District of Rhode Island - Document Filing System](#)

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[ECF Authorized Attorney List.](#)

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# **OTHER HIGHLIGHTS OF THE ORIENTATION:**

**VIDEO PRESENTATION** of Attorney Perspective – inside look at attorneys who are using ECF;

**POWER POINT PRESENTATION** highlighting the major procedural changes for electronic filers as prescribed in the Court's 5th Amended Administrative General Order ;

**CM/ECF on the Court's Website**

**ECF Support Plan**

**ECF Training Program**

THE BANKRUPTCY COURT IS NOW  
ACCEPTING COURT FILINGS  
ELECTRONICALLY — COME LEARN THE BASICS

*The third Wednesday of every month, Bankruptcy Court staff will present a one hour and one-half orientation outlining the new system, the hardware and software requirements, the training program, and the procedural changes for those filing electronically.*

*Our staff will answer your questions about the new system and sign you up for training so you can join the growing numbers of attorneys that are using ECF to file petitions and pleadings, quickly and easily.*

**NO ADVANCE REGISTRATION  
REQUIRED — JUST COME TO  
ANY ORIENTATION CLASS TO  
LEARN MORE ABOUT ECF.**

