

CM/ECF Readiness Survey

Are you ready for CM/ECF? In order to find out, please answer the questions listed below.

1. Do those in your office who will be accessing the CM/ECF system currently have Internet access? Yes No
2. Is your Internet link provided by a Direct Service (like Road Runner, which comes through a cable line) or an Online Service Provider (like AOL, which uses phone lines)? Direct Online
3. Do staff in your office know how to use the features of an Internet browser? *(Examples of browsers include Netscape Navigator and Microsoft Internet Explorer. Features of browsers include utilizing the Forward and Backward buttons, browsing for/viewing files, printing documents, setting the home page, setting up bookmarks, using hyperlinks, etc).* Yes No Somewhat
4. In your opinion, will staff in your office need independent browser training before receiving CM/ECF training? Yes No Some will
5. Does your office have the Adobe Acrobat Writer software which allows you to save a word processing or other file into a Portable Document Format (PDF)? Yes No
6. Do you/staff know how to save a document into a PDF format? Yes No
7. Does your office have at least one scanner? Yes No

The issues raised in the questions above are things you will need to consider and resolve before attending the court's CM/ECF training class.