



**United States Court  
of International Trade**

Office of the Clerk  
One Federal Plaza  
New York, NY 10278-0001

**N O T I C E**

**CASE OPENING AND ELECTRONIC CASE FILES (ECF) TRAINING SCHEDULE OF  
CLASSES FOR JANUARY TO DECEMBER, 2008  
IN WASHINGTON, DC**

The U.S. Court of International Trade has scheduled training classes in Washington, DC, on the Case Opening feature and the Electronic Case Files (ECF) portion of the Case Management/Electronic Case Files (CM/ECF) System. This class will include information on the changes in the newest version of CM/ECF, version 3.1, which is set for release in the first quarter of 2008. The Case Opening classes will focus on opening new cases in the CM/ECF System and paying fees using *Pay.gov* when filing the Summons and Complaint. As in the past, the Electronic Case Files (ECF) classes will instruct participants on the Electronic Filing (E-Filing) process and procedures. A list of the class dates and times is attached. You will be notified, via e-mail, of the class location when the Court confirms your registration for the class.

Attorneys, who practice before the Court, and their support staff who attended ECF training are encouraged to register for one of the Case Opening classes. Those who have not attended any training are encouraged to register for both the Case Opening and the ECF training classes. Please note that completion of the Electronic Case Files (ECF) training activates an attorney's e-filing rights, whereas completion of Case Opening training only will not activate e-filing rights for those attorneys who presently do not have such rights.

If you are interested in attending any of the training classes, please complete the form *Case Opening/Electronic Case Files (ECF) Training Class Registration Request* and either e-mail the request form to [cmecf\\_training@cit.uscourts.gov](mailto:cmecf_training@cit.uscourts.gov) or fax it to (212) 264-0441 to the attention of Glenn Johnston. Registration forms are due five business days before a scheduled class. You will receive confirmation of your attendance, along with any special instructions, after your registration is accepted for one of the classes. As the number of computers in each class is limited, we must ensure that we do not over book the classes. Also, for security reasons, the Clerk's Office must provide the host site with an advance list of the participants attending each class. Therefore, please do not attend a class unless you have received notification from the Clerk's Office confirming your registration for the class.

The Case Opening training course has been approved in accordance with the requirements of the New York State Continuing Legal Education Board for a maximum of 1.0 credit hours, and the Electronic Case Files (ECF) Training has been approved for a maximum of 2.0 credit hours, both of which can be applied toward the Law Practice Management requirement.

Tina Potuto Kimble  
Clerk of the Court

December 3, 2008

**U. S. COURT OF INTERNATIONAL TRADE  
CASE OPENING AND ELECTRONIC CASE FILES (ECF) TRAINING  
SCHEDULE OF CLASSES FOR JANUARY TO DECEMBER 2008  
IN WASHINGTON, DC**

<u>Class</u>	<u>Date</u>	<u>Time</u>
Case Opening	Friday, January 25, 2008	10:00 A.M. - 11:30 A.M.
Electronic Case Files	Friday, January 25, 2008	1:00 P.M. - 3:30 P.M.
Case Opening	Thursday, March 13, 2008	10:00 A.M. - 11:30 A.M.
Electronic Case Files	Thursday, March 13, 2008	1:00 P.M. - 3:30 P.M.
Case Opening	Friday, May 30, 2008	10:00 A.M. - 11:30 A.M.
Electronic Case Files	Friday, May 30, 2008	1:00 P.M. - 3:30 P.M.
Case Opening	Thursday, July 24, 2008	10:00 A.M. - 11:30 A.M.
Electronic Case Files	Thursday, July 24, 2008	1:00 P.M. - 3:30 P.M.
Case Opening	Thursday, Sept. 25, 2008	10:00 A.M. - 11:30 A.M.
Electronic Case Files	Thursday, Sept. 25, 2008	1:00 P.M. - 3:30 P.M.
Case Opening	Thursday, Oct. 23, 2008	10:00 A.M. - 11:30 A.M.
Electronic Case Files	Thursday, Oct. 23, 2008	1:00 P.M. - 3:30 P.M.
Case Opening	Thursday, Nov. 20, 2008	10:00 A.M. - 11:30 A.M.
Electronic Case Files	Thursday, Nov. 20, 2008	1:00 P.M. - 3:30 P.M.

**Please Note:**

An attorney's attendance at one of the scheduled ECF training classes will normally be required. An attorney who does not attend ECF training but who believes that he/she has achieved proficiency sufficient to allow him/her to begin to E-File may request that the Clerk's Office activate his/her E-Filing access rights. This request is to be submitted, by letter or e-mail, to the Clerk of the Court. An attorney filer who submits a request to the Clerk of Court for activation rights will be asked to complete a practice filing before the Court will consider activating E-filing rights.