

**U.S. Court of International Trade
Electronic Case Files (ECF) Training Class Registration Request**

Directions: Please complete the information requested below. You will receive confirmation, via e-mail or fax, of your class registration upon receipt and acceptance of your registration. Since 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 Court must provide the host sites with an advance list of the participants attending each class.

Therefore, please do not attend a class unless you have received a notification from the Court confirming your class registration. Non-registered participants will not be permitted to attend the classes. We appreciate your cooperation in this matter. **Please Note:** All participants must bring a Photo ID with them to class.

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Firm/Agency/Organization Name: _____

Street Address (include Floor & Room No.): _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone No.: _____ **Fax No.:** _____

E-Mail Address: _____ **States Admitted to the Bar:** _____

Class Dates: 1st choice _____ **Time:** _____ **Location:** _____
2nd choice _____ **Time:** _____ **Location:** _____

Please place an (X) on the line next to each statement that applies:

1. I am an attorney admitted to practice before the Court: _____ Yes _____ No
2. I presently possess a CM/ECF login and password: _____ Yes _____ No
3. I require a CLE certificate of attendance for the training: _____ Yes _____ No
4. My level of computer experience is: _____ Basic _____ Intermediate _____ Advanced

Please either e-mail this form to cmecf_training@cit.uscourts.gov or fax it to (212) 264-0441 to the attention of Eileen Caufield. Thank you.

For Internal USCIT Use Only

Date registration confirmation sent to participant: _____

Class Date Scheduled: _____

Class Time Scheduled: _____ **Class Location:** _____