



**United States Court
of International Trade**
Office of the Clerk
One Federal Plaza
New York, NY 10278-0001

NOTICE

ELECTRONIC CASE FILES (ECF) TRAINING IN NEW YORK, NY SCHEDULE OF CLASSES FOR SEPTEMBER - DECEMBER 2004

The U.S. Court of International Trade has scheduled training classes in New York, NY, on the Electronic Case Files (ECF) portion of the Case Management/Electronic Case Files (CM/ECF) System. The classes, which are scheduled for the months of September through December, will instruct participants on the Electronic Filing (E-Filing) process and procedures. A list of the class dates and times is attached. All classes will be held at the U.S. Court of International Trade, One Federal Plaza, Room 580, New York, NY.

Attorneys, who practice before the Court, and their support staff are encouraged to register for one of the classes. Please note: Starting January 1, 2005, E-Filing will be mandatory in all pending cases unless a judge orders otherwise.

If you are interested in attending the training on E-Filing, please complete the form *Electronic Case Files (ECF) Training Class Registration Request* and either e-mail the request form to cmecf_training@cit.uscourts.gov or fax it to (212) 264-0441 to the attention of Eileen Caufield. You will receive confirmation of your attendance 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 overbook the classes. Also, for security reasons, the Clerk's Office must provide the Court Security Officers 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. Non-registered participants will not be permitted to attend the classes.

Participants attending the Electronic Case Files (ECF) training classes are asked to download a copy of the ECF User's Manual and class agenda and bring them when they report to class. Both the User's Manual and agenda may be found on the Court's website at www.cit.uscourts.gov under the Case Management/Electronic Case Files (CM/ECF) heading.

This course has been approved in accordance with the requirements of the New York State Continuing Legal Education Board for a maximum of 2.0 credit hours, which can be applied toward the Law Practice Management requirement.

Leo M. Gordon
Clerk of the Court

August 12, 2004

U. S. COURT OF INTERNATIONAL TRADE
ELECTRONIC CASE FILES (ECF) TRAINING IN NEW YORK, NY
SCHEDULE OF CLASSES FOR SEPTEMBER - DECEMBER 2004

PAGE 2

<u>Date</u>	<u>Time</u>
Tuesday, September 14, 2004	10:00 a.m. - 12:30 p.m.
Wednesday, September 22, 2004	2:00 p.m. - 4:30 p.m.
Wednesday, September 29, 2004	10:00 a.m. - 12:30 p.m.
Wednesday, October 6, 2004	10:00 a.m. - 12:30 p.m.
Wednesday, October 20, 2004	2:00 p.m. - 4:30 p.m.
Tuesday, October 26, 2004	10:00 a.m. - 12:30 p.m.
Wednesday, November 3, 2004	2:00 p.m. - 4:30 p.m.
Tuesday, November 16, 2004	10:00 a.m. - 12:30 p.m.
Wednesday, November 17, 2004	2:00 p.m. - 4:30 p.m.
Wednesday, December 1, 2004	2:00 p.m. - 4:30 p.m.
Tuesday, December 7, 2004	10:00 a.m. - 12:30 p.m.
Wednesday, December 15, 2004	2:00 p.m. - 4:30 p.m.

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

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 request. Since the number of computers in each class is limited, we must ensure that we do not overbook 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 notification from the Court confirming your class registration. Non-registered participants will not be permitted to attend the classes.** We appreciate your cooperation.

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: _____