



**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 AFTER
JANUARY 1, 2009**

As of January 1, 2009, the Court is replacing the mandatory classroom training prerequisite for obtaining attorney E-filing level access to the CM/ECF system with a computer-based training module. The new program will involve a set of questions and a practical skills test, which will be monitored by Court staff. Once an attorney has demonstrated a sufficient proficiency with the CM/ECF system, Court staff will activate the attorney's CM/ECF account to E-filing level access.

Attorneys seeking E-filing level access must have an Attorney User ID and Password in order to take this computer-based training. Applicants should continue to follow the procedures to obtain a User ID and Password for the CM/ECF system. They are available at <http://www.cit.uscourts.gov/cmecf/RegisterForCMECF.htm>.

The Court will continue to host live CM/ECF training sessions, for which CLE credit will be available. These sessions will involve advanced CM/ECF clinics in New York and in Washington, DC on a rotating, quarterly basis. A schedule of dates and locations will be posted on the Court's website. These clinics will include tips from Court staff and will provide a means for authorized users to ask staff specific questions on functionality and new features; to find out about new versions of CM/ECF as they are released; and to discuss other procedural matters involved in the CM/ECF user interface. To register for live training or online training, please visit <http://www.cit.uscourts.gov/cmecf/Form16.pdf>.

Any questions about the change in training policy, about how to set up a test or about other issues can be directed to the Court's Training Coordinator at (212) 264-2835 or to the CM/ECF Help Desk at (866) 450-1859.

**Tina Potuto Kimble
Clerk of the Court**