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

N O T I C E

ELECTRONIC CASE FILES (ECF) TRAINING IN WASHINGTON, DC

The U.S. Court of International Trade has scheduled training classes in Washington, DC, on the Electronic Case Files (ECF) portion of the Case Management/Electronic Case Files (CM/ECF) System. The classes will instruct participants on the Electronic Filing (E-filing) process and procedures. A list of the class dates and times in Washington, DC, is attached.

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, along with notification of the location of the training, 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 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 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.

Additional training classes will be scheduled in selected cities within the next two months. An announcement will be posted listing those cities and dates once the schedule is finalized.

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

May 7, 2004

Date	Time	
Thursday, May 20, 2004	10:00 a.m. - 12:30 p.m.	Cancelled
Thursday, May 20, 2004	2:00 p.m. - 4:30 p.m.	Cancelled
Friday, May 21, 2004	10:00 a.m. - 12:30 p.m.	Cancelled
Friday, June 4, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, June 10, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, June 10, 2004	2:00 p.m. - 4:30 p.m.	
Friday, June 11, 2004	10:00 a.m. - 12:30 p.m.	Cancelled
Monday, June 14, 2004	2:00 p.m. - 4:30 p.m.	Cancelled
Tuesday, June 15, 2004	10:00 a.m. - 12:30 p.m.	Cancelled
Tuesday, June 15, 2004	2:00 p.m. - 4:30 p.m.	Cancelled
Wednesday, June 16, 2004	10:00 a.m. - 12:30 p.m.	
Wednesday, June 30, 2004	10:00 a.m. - 12:30 p.m.	Cancelled
Wednesday, June 30, 2004	2:00 p.m. - 4:30 p.m.	Cancelled
Thursday, July 1, 2004	10:00 a.m. - 12:30 p.m.	Cancelled
Wednesday, July 7, 2004	2:00 p.m. - 4:30 p.m.	
Thursday, July 8, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, July 8, 2004	2:00 p.m. - 4:30 p.m.	
Friday, July 9, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, July 15, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, July 15, 2004	2:00 p.m. - 4:30 p.m.	
Friday, July 16, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, July 22, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, July 22, 2004	2:00 p.m. - 4:30 p.m.	
Friday, July 23, 2004	10:00 a.m. - 12:30 p.m.	
Monday, July 26, 2004	2:00 p.m. - 4:30 p.m.	
Tuesday, July 27, 2004	10:00 a.m. - 12:30 p.m.	
Tuesday, July 27, 2004	2:00 p.m. - 4:30 p.m.	
Wednesday, July 28, 2004	10:00 a.m. - 12:30 p.m.	

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Date	Time	
Monday, August 2, 2004	2:00 p.m. - 4:30 p.m.	
Tuesday, August 3, 2004	10:00 a.m. - 12:30 p.m.	
Tuesday, August 3, 2004	2:00 p.m. - 4:30 p.m.	
Wednesday, August 4, 2004	10:00 a.m. - 12:30 p.m.	
Wednesday, August 4, 2004	2:00 p.m. - 4:30 p.m.	
Thursday, August 5, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, August 5, 2004	2:00 p.m. - 4:30 p.m.	
Friday, August 6, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, August 12, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, August 12, 2004	2:00 p.m. - 4:30 p.m.	
Friday, August 13, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, August 19, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, August 19, 2004	2:00 p.m. - 4:30 p.m.	
Friday, August 20, 2004	10:00 a.m. - 12:30 p.m.	
Thursday, August 26, 2004	10:00 a.m. - 12:30 p.m.	Cancelled
Thursday, August 26, 2004	2:00 p.m. - 4:30 p.m.	Cancelled
Friday, August 27, 2004	10:00 a.m. - 12:30 p.m.	
Monday, August 30, 2004	2:00 p.m. - 4:30 p.m.	
Tuesday, August 31, 2004	10:00 a.m. - 12:30 p.m.	
Tuesday, August 31, 2004	2:00 p.m. - 4:30 p.m.	

Electronic Case Files (ECF) Training Agenda
U.S. Court of International Trade

Topic	Length of Time
Introduction	10 minutes
Converting/Scanning Documents to PDF	15 minutes
Log-in Directions and Review of CM/ECF System Options	10 minutes
Filing Events	
▸ **Consent Motion for Extension of Time**	15 minutes
▸ **Motion to Intervene & Related Filings**	15 minutes
BREAK	10 minutes
Filing Events (continued)	
▸ **Motion for Judgment Upon Agency Record 56.1**	15 minutes
▸ **Response to Dispositive Motion for Judgment Upon Agency Record 56.1**	10 minutes
Troubleshooting & Forms	15 minutes
Query Options	10 minutes
Report Options	15 minutes
Utilities Options	10 minutes
Total Time	**2 hours 30 minutes**

Electronic Case Files (ECF) Implementation Schedule

Any member of the Bar who attends ECF training will be allowed to e-file in any case within ten days of receiving the training, unless a judge orders otherwise;

July 1, 2004 - e-filing will be mandatory in **all new cases commenced as of that date**, unless a judge orders otherwise;

January 1, 2005 - e-filing will be mandatory in **all pending cases** unless a judge orders otherwise.

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**:_____