

United States Bankruptcy Court
District of Delaware

CM/ECF Training Request Form

This form is only to be used to request training on the Court's Electronic Filing program, CM/ECF. Training is held at the Clerk's Office, 824 Market St., 3rd Floor, Wilmington, Delaware.

This is NOT a registration form for a CM/ECF login and password.

Instructions: Please fill out using Adobe Acrobat Reader, then save and e-mail completed form to DEBML_Training@deb.uscourts.gov. E-mailed forms must be in pdf format.

This form may also be printed and faxed to the attention of Lori Coster at (302) 573-6654.

You will be contacted to set up a date and time for training.

1. Name _____
(please do not list additional names here - use section provided later in this form)

2. Phone # _____ **3. E-Mail** _____

4. Name of Firm/Organization/Office _____

Address _____

City _____ **State** _____ **Zipcode** _____

5. Type of Filer:

Attorney Attorney's Staff (your title) _____

Case Trustee/Staff (list chapter(s), then skip to #8) _____

U.S. Trustee/Staff (skip to #8)

Contracted Company for e-filing services (name of company) _____

Other (please describe) _____

6. What types of clients does your firm represent? (please check all that apply):

Debtors Creditors Trustees Plaintiffs Defendants

7. In which of the following areas does your firm concentrate? (please check all that apply):

Ch. 7 Ch. 9 Ch. 11 Ch. 12 Ch. 13 Adversary Matters

8. Additional persons from the same firm/organization who would like to be scheduled for training:

(if additional space is needed, please attach a separate sheet)

Name (2): _____ Title: _____

Phone # _____ E-Mail: _____

Name (3): _____ Title: _____

Phone # _____ E-Mail: _____

9. Please list any particular types of documents you would like training on e-filing or questions you'd like

answered: (Ex. documents your office frequently files, documents you have questions about filing, etc.)

For Court Use Only: Date: _____ Time: _____ updated: 9/11/07