

DISTRICT COURT CIVIL APPLICATIONS CLASS

U.S. Courts
District of Idaho

This class is an instructor-led, hands-on course designed for the attorney and staff with instruction in using the District Court Electronic Case Filing System - ECF

Course Length: 2.0 hours

CLE Approved:

Prerequisite Skills

- Ability to navigate using a web browser
- Familiar with Adobe Acrobat or other means of converting word processing documents into .pdf format
- Familiar with file management techniques in your law firm.

Course Objectives

- Navigate the Court's webpage and access ECF
- File attorney related documents
- File ex parte and sealed documents
- Submit proposed Orders to Court electronically
- How to use Research & Reports functions within CM/ECF
- Update attorney information regarding addresses, e-mail and phone
- Convert word processing documents into PDF format for filing

Pre-Class Assignment

- Read and become familiar with the CM/ECF administrative procedures and ECF Local Rules located at:
- Access the court's website: www.id.uscourts.gov and become familiar with online forms and orders