



Case Management/Electronic Case Filing Readiness Checklist

Please use the following checklist to track your readiness to begin using the Case Management/Electronic Case Filing system (CM/ECF). Only one form per firm is necessary.

Name: _____ Position: _____

Law Firm: _____

Mailing Address _____ Phone No. _____ / _____

1.	My office has a personal computer. Minimum system requirements: <ul style="list-style-type: none"> • Pentium processor • 16 MB of RAM (24MB for Windows NT; 32MB if scanning documents) • 40 MB of available hard disk space • Windows 3.1 or above -OR- My office has a Macintosh. Minimum system requirements: <ul style="list-style-type: none"> • 68020 processor or Power Macintosh • 16 MB of RAM • 40 MB of available hard disk space • Apple System Software version 7.1.2 or later 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	A PDF-compatible word-processing program, such as WordPerfect or Word, is installed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	I have Internet access. If it is by modem, it operates at 56 kbs or faster. High speed Internet access is recommended, but NOT required (<i>i.e.</i> , cable, DSL, etc.).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	I have an Internet Service Provider, using point-to-point protocol (PPP). America On Line is not endorsed for use with ECF. It is recommended that the provider is capable of a minimum connection speed of 56kps.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	I have Adobe Acrobat software 4.0 or later (Acrobat Reader and Acrobat Writer) to convert documents from word processing format to PDF (Portable Document Format).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	If I am planning to scan documents, I have a scanner either attached or networked to the computer intended for CM/ECF use.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	I have a PACER login and password.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please contact Terry Payne at (608) 264-5178 Ext: 5730 or Susan Hoffman at (715) 839-2980 Ext: 115, if you have any questions about this checklist.

Please return this checklist along with your registration form to:

U.S. Bankruptcy Court, Attn: Jolene Hawkins
 120 N. Henry St., Room 340
 P.O. Box 548
 Madison, WI 53701-0548