



## 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 Number:

1.	<p>My office has a personal computer. Minimum system requirements:</p> <ul style="list-style-type: none"> <li>• Pentium processor</li> <li>• 16 MB of RAM (24MB for Windows NT; 32MB if scanning documents)</li> <li>• 40 MB of available hard disk space</li> <li>• Windows 3.1 or above</li> </ul> <p>-OR-</p> <p>My office has a Macintosh. Minimum system requirements:</p> <ul style="list-style-type: none"> <li>• 68020 processor or Power Macintosh</li> <li>• 16 MB of RAM</li> <li>• 40 MB of available hard disk space</li> <li>• Apple System Software version 7.1.2 or later</li> </ul>	Yes	No
2.	A PDF-compatible word-processing program, such as WordPerfect or Word, is installed.	Yes	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.).	Yes	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.	Yes	No
5.	Netscape Navigator version 4.6x or 4.7x is installed.	Yes	No
6.	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).	Yes	No
7.	If I am planning to scan documents, I have a scanner either attached or networked to the computer intended for CM/ECF use.	Yes	No
8.	I have a PACER login and password.	Yes	No
9.	I have my Credit Card Authorization form on file with the Clerk's office.	Yes	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  
120 N. Henry St., Room 340  
P.O. Box 548  
Madison, WI 53701-0548