

## Creditor's Attorney Class

*Presented by the Clerk's Office of the U.S. Bankruptcy Court, Northern District of Illinois*

This class is an instructor-led course designed for a creditor attorney who is able to navigate a browser and convert word processing document to PDF. Course length is 2 hours. This course provides an attorney with hands on experience using CM/ECF. Upon completion of this course you will be able to:

- Navigate the court's web page and access ECF
- Convert word processing documents into Portable Document Format (PDF)
- Open an adversary proceeding
- File/Docket attorney related documents
- Pay filing fees via the Internet and Retrieve Internet Payment history
- Research the electronic docket to obtain case information using various reports in CM/ECF

### **Pre-Class Assignment:**

- Read and become familiar with Administrative Procedures
- Access court's website [www.ilnb.uscourts.gov](http://www.ilnb.uscourts.gov) and become familiar with online forms and orders and judges' homepage for scheduling hearings.

### **Time & Locations**

CM/ECF classroom training will be offered in our Chicago and Rockford divisional offices.

**Chicago** classes will be held in the Dirksen Federal Building - 219 South Dearborn - U. S. Bankruptcy Court, Training Offices - Room 1140.

**Rockford** classes will be held in the Federal Courthouse - 211 South Court Street - U.S. Bankruptcy Court Clerk's Office - Room 110.