



NOTICE TO THE BAR

IMPLEMENTATION AND TRAINING FOR CASE MANAGEMENT AND ELECTRONIC CASE FILES (CM/ECF)

The United States Court of Appeals for the Third Circuit is implementing the Electronic Case Files System starting **December 15, 2008**. Attorneys will be required to file documents electronically in accordance with Third Circuit Local Rules. Training classes are scheduled throughout the Third Circuit from October through mid-December 2008 to facilitate mandatory electronic filing for attorneys. Thereafter, training classes will be offered in Philadelphia on the second Wednesday of every month.

Attorneys, who practice before the Court, and their support staff are strongly encouraged to attend an ECF training class. The course will include a general introduction to CM/ECF, group instruction on electronic filing, hands-on training, and practice with electronic filings. A list of the dates, times, and locations for ECF training classes is attached. Attorneys and support staff may register by going to the Third Circuit internet website and entering the required registration information. After registration is completed, you will receive an e-mail confirmation for attendance. Please do not attend a class unless you have received notification from the Clerk's Office confirming your registration for the class. Please note that seating is limited at each training location, and registration is on a first-come, first-serve basis.

The ECF training course has been approved by the Pennsylvania Bar Association and the Delaware Bar Association for a maximum of 1.5 CLE credit hours for the General Practice requirement (which should also be transferable for New Jersey and the U.S. Virgin Islands). The appropriate sign-in sheets and forms will be available at each training class.

ECF on-line training registration is located on the Third Circuit website at www.ca3.uscourts.gov, and a new CM/ECF webpage with additional information (including information on obtaining an ECF filer login and password) is forthcoming. You may also contact the ECF Helpdesk by calling (267) 299-4970 or by e-mailing ecf_helpdesk@ca3.uscourts.gov.

For the Court,

Marcia M. Waldron

Marcia M. Waldron, Clerk

October 6, 2008