

**TRAINING ON ELECTRONIC CASE FILING  
FOR ATTORNEYS AND LEGAL PROFESSIONALS  
IS NOW AVAILABLE**

Electronic Case Filing is currently underway in the Western District of New York. Although attorneys may register to participate in the Electronic Case Filing program without attending training, for those attorneys and legal professionals who would like some training, there are several options from which to choose. All are available at no charge to participants.

1. A 90-minute on site Demonstration of the CM/ECF System

This training will include:

- an overview of the benefits of CM/ECF
- a description of the systems requirements
- a demonstration of e-filing in civil/criminal cases
- a discussion on local rules/administrative procedures

Participants will be provided with a copy of the Court's User manual, Administrative Procedural Guide and an Attorney Registration form.

If your firm or organization will have at least 20 persons attending the program, we will schedule a presentation at your location. You will need to provide a high speed Internet connection and a screen on which we can project our presentation. We will bring a computer, a projector and copies of all written materials. If you would like to schedule a presentation at your location, contact Patrick Healy at 716-332-1770.

2. A one hour hands on practice session is available to attorneys and legal professionals. You will practice logging on to the system and e-filing documents. A question and answer period will follow at the end of class. To schedule training in Buffalo, please contact Suzanne Grunzweig at 716-332-1712. To schedule training in Rochester, please contact Tricia O'Fray at 585-263-6263.

### 3. Self Guided Training Opportunities

User Manual A detailed User Manual illustrates each step for e-filing in civil and criminal cases. The manual also provides instructions for accessing documents and various reports, and describes some of the procedures for electronic filing that are specific to this court. Copies of the manual are available on our website. Updates will be issued as procedures change, so check our website for the most recent version of the manual.

Frequently Asked Questions (FAQs) Extensive FAQs have been developed and are available on our website for reference. Check these often as they will be regularly updated.

Practice Tutorials For those who prefer to learn the system by working on practice tutorials, those are available by clicking on the link on our website.