



# DISTRICT COURT OF THE VIRGIN ISLANDS

## *Announces*

### **Attorney Training for the Case Management / Electronic Case Files System (CM/ECF)**

**FRIDAY, AUGUST 2, 2024**

**10:00 A.M. – 11:30 A.M. via Microsoft Teams**

#### **1.8 Technology CLE will be offered**

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CM/ECF is a judiciary-developed case management application offering internet access to official case records in the federal courts. The District Court of the V.I. is offering a training opportunity for attorneys and staff members. Attorneys are encouraged to attend the training sessions.

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### **TRAINING OBJECTIVES**

#### *Refresher Pointers*

- ★ CM/ECF Overview
- ★ Eligibility, Registration, Passwords
- ★ Clerk's Notice Regarding Consent to Reference of Civil Action or Proceeding to a Magistrate Judge
- ★ Filing Appearances; Withdrawal as Counsel
- ★ Selecting correct filing events
- ★ Technical Failures
- ★ Public access and redacting
- ★ Common docketing errors

#### *Advanced Training*

- ★ CM/ECF Sealed Functionality: Understanding the Critical Elements
- ★ Filing a motion to file document under seal
- ★ Filing a sealed document
- ★ Filing *ex-parte* documents

To register, please send an email expressing your interest in participating to [vid\\_train@vid.uscourts.gov](mailto:vid_train@vid.uscourts.gov). Attorneys are encouraged to have staff members attend. When registering, please have staff member include their names and their individual email address in the registration correspondence. When registrations are processed, a meeting invite will be emailed for access to the training.

**Register by Friday, July 26, 2024**