



# DISTRICT COURT OF THE VIRGIN ISLANDS

*Announces upcoming*

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

**On Friday, August 6, 2021**

**1.5 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. Attorneys are encouraged to attend training sessions.

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### TRAINING HIGHLIGHTS

#### FUNDAMENTAL FUNCTIONALITY

- Opening a Civil Case
- Adding Parties to a Case
- Entering Cause of Action and Nature of Suit Filters
- Charging the Filing Fee to a Credit Card/ACH
- Filing an Answer
- Selecting a Case
- Selecting Parties to a Case
- Common Docketing Errors

#### ENHANCED FUNCTIONALITY

- CM/ECF Sealed Functionality in Criminal Cases
- Filing Sealed Motions
- Filing Ex-Parte Documents
- Filing Proposed Sealed Document
- Filing Counterclaims
- Use of the Search Button in CM/ECF

### TRAINING SCHEDULE

**Friday, August 6, 2021**

**10:00 A.M. – 11:30 A.M.**

**Via Microsoft Teams**

To register, please send an email expressing your interest and the number of staff members that will be attending to [vid\\_train@vid.uscourts.gov](mailto:vid_train@vid.uscourts.gov).

**Register by August 4, 2021**