



**United States Court
of International Trade**

Office of the Clerk
One Federal Plaza
New York, NY 10278-0001

N O T I C E

**ELECTRONIC CASE FILES (ECF) TRAINING IN NEW YORK, NY AND
WASHINGTON, DC: SCHEDULE OF WORKSHOPS FOR 2009**

The U.S. Court of International Trade will provide CLE credit for training workshops in New York, NY, and in Washington, D.C., on new features and procedures in the Case Management/Electronic Case Files (CM/ECF) system. The workshops will instruct participants on the newest features of the Electronic Filing (E-Filing) process and procedure. A list of the workshop dates and times can be found on the next page. All New York classes will be held at the U.S. Court of International Trade, One Federal Plaza, Room 580, New York, NY. All Washington, D.C. classes will be held at the Thurgood Marshall Federal Judiciary Building, One Columbus Circle, N.E., Washington, D.C.

Attorneys who practice before the Court and their support staff who wish to develop their CM/ECF skills are encouraged to register for one of the workshops. These workshops are *not* mandatory. The format of the workshops will follow an agenda that allows significant time for practical application of skills and for development of skills with new features of the system as they are developed.

If you are interested in attending the training, please complete the Form 16 Case Management & Electronic Case Files (CM/ECF) Training Request form and either e-mail the request form to cmecf_training@cit.uscourts.gov, or fax it to (212) 264-0441 to the attention of Glenn Johnston. You will receive confirmation of your attendance after your registration is accepted for one of the workshops. Please do not attend a workshop unless you have received notification from the Clerk's Office confirming your registration. The number of computers in each class is limited. Therefore, non-registered participants will not be permitted to attend the classes.

This course has been approved in accordance with the requirements of the New York State Continuing Legal Education Board for a maximum of 2.0 credit hours, which can be applied toward the Law Practice Management requirement.

**Tina Potuto Kimble
Clerk of the Court**

February 20, 2009

U. S. COURT OF INTERNATIONAL TRADE ELECTRONIC CASE FILES (ECF)
TRAINING IN NEW YORK, NY AND WASHINGTON, DC: SCHEDULE OF
WORKSHOPS FOR 2009

New York, NY Classes:

| <u>Date</u> | <u>Time</u> |
|------------------------------|-------------------|
| Thursday, March 19, 2009 | 1:00 PM - 3:00 PM |
| Thursday, September 17, 2009 | 1:00 PM - 3:00 PM |

Washington, DC Classes:

| <u>Date</u> | <u>Time</u> |
|----------------------------|-------------------|
| Friday, June 19, 2009 | 1:00 PM - 3:00 PM |
| Thursday, October 22, 2009 | 1:00 PM - 3:00 PM |