



CASE MANAGEMENT/ELECTRONIC CASE FILING REFRESHER TRAINING COURSE

We are pleased to announce that “refresher” training is being offered to attorneys and their staff that would like to learn more about ECF.

Learn how to:

- Automatically upload bankruptcy cases
- Correct Social Security Numbers/privacy procedures
- File Proofs of Claim – Amendments, Transfer of Claims, Exhibits
- File Adversary Proceedings – Summons, Answers, Timelines
- File an Application to Employ Special Counsel
- File Miscellaneous Relief Documents – when to use
- Correct Memorandums of Document Deficiencies & Corrections

This course has been approved by the Division of Continuing Education for 2 educational credit hours. Participants will receive .2 CEU for completing the training.

HOW TO REGISTER

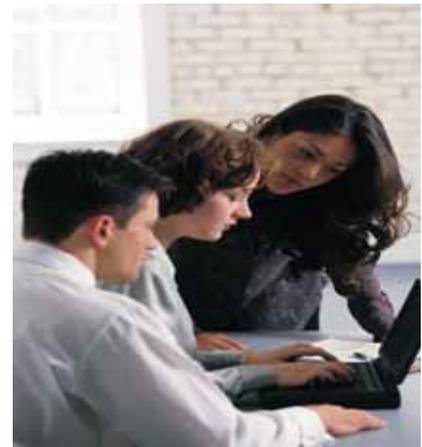
Classes are available:

Little Rock – July 27 @ 9 :00 a.m. and August 17 @ 1: 30 p.m.
Fayetteville – July 21 @ 1:30 p.m. and August 18 @ 1:30 p.m.

**TRAINING SPACES ARE RESERVED ON A FIRST COME
FIRST SERVED BASIS BY RECEIPT OF REGISTRATION
FORMS.**

Additional classes will be offered in the future.

Prerequisite: Basic ECF Training & Certified Registered User



Complete the registration form below and mail or fax in. You will be contacted via telephone for training date confirmation.

If you have any questions, please contact the ECF Helpdesk at (501) 918-5590.

Name (s): _____

Firm: _____

: _____

Phone Number: _____

Training Location:

Little Rock

Fayetteville

First Choice Training Date: _____

Second Choice Training Date: _____

Mail form to : US Bankruptcy Court-Arkansas
Attn: Refresher Training, P.O. Box 3777, Little Rock, AR 72203
or
Fax to (501) 918-5585