

On-Line Training Resources

Introduction

In addition to various documents which are available on the court's web site, there are two on-line opportunities to learn how to use ECF.

- On-Line Training Database
- On-Line Training Tutorial

On-Line Training Database

The Training Database is a replica of ECF. It has the full capability and functionality of ECF, as well as practice cases with which to work. This allows users to practice filing, to become familiar with the various screens and menus, and to improve skills related to e-filing.

On our web site (www.scd.uscourts.gov), under **Attorneys**, choose **Training Resources**, then choose **On-Line Training Database**. Follow these instructions to access:

1. Use a login listed on the screen.
2. Call the Help Desk (803-253-3605) for the password.
3. Use the case numbers indicated.

Call the Help Desk or a case manager for assistance, if needed.

On-Line Training Tutorial

Training is required to become a registered e-filer with our court. Completing the On-Line Tutorial meets that requirement. Paralegals, legal assistants, and secretaries may also find them valuable.

On our web site (www.scd.uscourts.gov), under **Attorneys**, choose **Training Resources**, then choose **On-Line Training Tutorial**. This links to the PACER site's Training Page.

Under **District Courts**, click the link to the modules. Under the instructional information are the individual modules, each of which takes 10-15 minutes and is independent of the others. (NOTE: The modules do not have to be completed in one sitting.)

The modules are designed to provide an almost "real-life" example of filing in ECF. It is important to follow the instructions throughout the modules, e.g., sometimes it indicates the user should enter information, other times the

information will automatically be entered. Scanning the entire screen at each step will provide maximum usability and learning.

Call the Help Desk or a case manager for assistance, if needed.