# CM ASSESSMENT INSTRUCTIONS

Training is self-paced and you are required to complete the assessment.

* Must follow all directions in the assessment
* Convert the WORD document to PDF format
* Attach the PDF to a new email
* Update the subject line of the email to read: CM/ECF Training Assessment (Add your name)

You will need to view the CM/ECF Training Videos and read the User Guide to answer all questions correctly.

Training Videos: <https://www.ilnd.uscourts.gov/Videos.aspx?folder=_cmecf>

User Guide: <https://www.ilnd.uscourts.gov/Pages.aspx?ywOXklOhRDCn9K4GHXXHkJU6PezfZcy9>

(<https://www.ilnd.uscourts.gov/Pages.aspx?page=RegisterClass> )

Graphical user interface, text, application

Description automatically generated

CM/ECF Assessment

1. CM/ECF will only accept documents in which format?
   1. Plain Text
   2. Word Document
   3. Portable Document Format (PDF)
   4. Rich Text Format (RTF)

**Answer: Choose an item.**

1. Documents filed electronically are limited to what size?
   1. 60 megabytes (MB)
   2. 30 megabytes (MB)
   3. 35 megabytes (MB)
   4. 50 megabytes (MB)

**Answer: Choose an item.**

1. Which of the following is **NOT** true?
   1. Pro se litigants may be granted an e-filing account if they are a restricted filer in this Court.
   2. Pro se litigants must have a civil case in this Court where they are listed as a party.
   3. Pro se litigants may e-file 24/7
   4. Pro se litigants must successfully complete the online e-filing training program offered by the Clerk’s office.

**Answer: Choose an item.**

1. True/False: Attorneys can share CM/ECF accounts?
   1. True
   2. False

**Answer:** Choose an item.

1. If you noticed you made a mistake in the electronic filing, what should you do?
   1. Refile
   2. Contact the Help Desk
   3. Demand support from the Clerk’s Office
   4. Leave as is.

**Answer: Choose an item.**

1. What are the fees associated with e-filing?
   1. There are no fees to file electronically
   2. $500
   3. $402
   4. $300

**Answer: Choose an item.**

1. For viewing documents in cases, how many free looks do you receive, as an attorney of record?
   1. 3
   2. 5
   3. 2
   4. 1

**Answer: Choose an item.**

1. When is CM/ECF available?
   1. 24/7
   2. The 1st and 15th of every month
   3. Monday through Friday; 9:00am-5:00pm
   4. Biweekly

**Answer: Choose an item.**

1. True/False: Only registered users may use CM/ECF to e-file documents with the court?
   1. True
   2. False

**Answer: Choose an item.**

1. Sign your documents using the following format: /s/ John Doe

Add your signature below. Don’t forget to add the **/s/** before your name. ­­­­­­­­­­­­

## **Final Steps**

I watched the CM/ECF Training Videos and read through the User Guide.

Convert this document info a PDF file. Attach to an email as an attachment and submit by email to [Nicole\_Fratto@ilnd.uscourts.gov](mailto:Nicole_Fratto@ilnd.uscourts.gov)

Subject line: CM/ECF Training Assessment (Add your name)