

On-Line Training Resources

Introduction

In addition to various documents on the court's web site, there are two on-line training tools available for learning 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**, select **Training Resources**, then select **On-Line Training Database**. Follow these instructions to access:

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

Please call the ECF Technical Help Desk or a case manager for assistance.

On-Line Training Tutorial

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

On our web site (www.scd.uscourts.gov), under **Attorneys**, select **Training Resources**, then select **On-Line Training Tutorial**.

Each tutorial takes 10-15 minutes and is independent of the others. (NOTE: The modules do not have to be completed in one sitting.)

The tutorial 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 ECF Technical Help Desk or a case manager for assistance, if needed.
