

UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF INDIANA
Electronic Case Filing System Computer Competency Survey
Please CLEARLY PRINT your responses

Please complete the following questionnaire concerning your computer skills. You should submit a separate form for each person, attorney or support staff, to be trained. Your candid responses will allow us to place you in the proper training class.

- | <u>Yes</u> | <u>No</u> | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Do you know how to use a Windows-based word processing package, such as Corel WordPerfect and Microsoft Word, or a Windows-based bankruptcy forms software? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Do you know how to access the Internet and how to use an Internet browser like Netscape Navigator or Microsoft Internet Explorer? |
| | | 3. Specifically, when using an Internet browser, can you: |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Use the Forward and Back buttons? |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Click on check boxes using a mouse? |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Type in text boxes? |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Download files? |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Print documents? |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Use hyperlinks? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Do you know how to put an address (URL) in a browser to go to that Internet site? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Do you know how to view a portable document format (PDF) files using Adobe Acrobat Reader software? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Do you know how to create, scan and print a document into a PDF format? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do you have a web PACER account? |

_____	_____
Date	Signature

	Typed or Printed name

Are you an:

Attorney

Support staff

Street Address: _____

Telephone: _____

Fax: _____

E-mail address: _____