

The United States District Court for the Northern District of West Virginia requires all attorneys to electronically file all pleadings using the Court's Case Management Electronic Filing System (referred to as CM/ECF). The Court is offering a two and one half (2 ½) hour training course for attorneys and/or their support staff on the use of the CM/ECF filing system on the following dates at the Wheeling point of holding court:

**December 8 and 9, 2015**

Tuesday, December 8	9:00 a.m.	Grand Jury Room, 4 <sup>th</sup> Floor
Tuesday, December 8	1:30 p.m.	Grand Jury Room, 4 <sup>th</sup> Floor
Wednesday, December 9	9:00 a.m.	Grand Jury Room, 4 <sup>th</sup> Floor
Wednesday, December 9	1:30 p.m.	Grand Jury Room, 4 <sup>th</sup> Floor

Attorneys and/or staff may attend **one** class. **Attorneys completing the 2 1/2 hour class will earn 3 CLE credits in office management.** There is no charge for the class. Reservations are required, as there is a limit of 12 students per class.

Friday, December 4, 2015, is the last day to make a reservation. Interested parties please contact: Rita Sedosky via email: [rita\\_sedosky@wvnd.uscourts.gov](mailto:rita_sedosky@wvnd.uscourts.gov) Or Connie Diamond via email: [connie\\_diamond@wvnd.uscourts.gov](mailto:connie_diamond@wvnd.uscourts.gov)