

EDMS: Chapter 16 Rules Training

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1. What is EDMS?
 - a. Background
 - b. Where we are now
2. What are the biggest changes with EDMS?
 - a. New rules govern
 - b. Filers must register (demo)
 - c. Your log in and password
 - i. Sharing it
 - ii. Protecting it
 - iii. Your electronic signature
 - d. Submitting documents (demo)
 - i. Language on electronic documents
 - ii. How to prepare and submit documents
 1. Filing
 2. Presenting a proposed document
 3. Exhibits
 4. Original documents
 - iii. Jurisdictional and non-jurisdictional deadlines
 - iv. Security on cases and documents
 - e. Service through EDMS
 - i. Case initiation and exemptions
 - ii. Notices of Electronic Filing and Presentation
 - iii. Appearances and withdrawals/Intervening in confidential cases
 - f. Protecting Personal Information
3. Security and the system
 - a. Remote access
 - b. Your log in and password
4. Preparing your office for EDMS