

UNITED STATES DISTRICT COURT
District of Nebraska

Shared Services Announcement No. 12-01

Shared Services: IT Training and Support
Location: Omaha, Nebraska
Start Date: April 1, 2012
Contract Price: \$39.00 - \$43.00 per hour
Hours: No more than a total of 20 hours per month, excluding travel time

Position Overview

The United States District Court for the District of Nebraska will contract with other court units for IT training and support services for the period April 1 - September 30, 2012, at the rate of \$39.00 - \$43.00 per hour. These services will be provided by an employee who is currently employed by the District Court of Nebraska. This employee 1) provides IT training and support to judges, chambers staff, probation, pretrial services, and the clerk's office, and 2) has worked extensively on national IT training and support matters. References, qualifications, and background check information are available upon request.

The court will enter into a Memorandum of Understanding (MOU) with courts interested in sharing services across district lines in accordance with James R. Baugher's memorandum dated February 9, 2012. See <http://jnet.ao.dcn/img/assets/7335/ofb530.pdf>.

Please review the IT training and IT support menu of services available. Interested court unit executives should call or e-mail Denise Lucks, Clerk of District Court, at 402.661.7360 or denise_lucks@ned.uscourts.gov.

Training and IT Support Services Menu of Services

Online Training Development (asynchronous, interactive training videos)

- CM/ECF training for attorneys
- Courtroom technology tours or training
- Computer security training for judges and court staff

Form and Macro Development

- Probation and pretrial services interactive PDF forms (Adobe Livecycle)
- Document and form automation using WordPerfect macros and templates; examples include:
 - Order on Sentencing Schedule (calculates dates);
 - Judgment and Commitment;
 - Initial Appearance packet (generates 3-4 orders simultaneously);
 - Order Setting Conditions of Release
 - Revocation packet (warrant, petition, violation worksheet, adjustment report, etc.)

