

**United States District Court
Western District of Washington
Criminal Justice Act Attorneys
Effective January 12, 2017**

Basic Computer Competence		
<u>TIER 1 SKILLS</u>	<u>TIER 2 SKILLS</u>	<u>TIER 3 SKILLS</u>
Touch type. (Or otherwise contemporaneously record information— e.g. handwriting conversion software.)	Insert hyperlinks in documents and emails.	Remove crapware from your computer.
Use basic shortcuts, right-click options, and drop-down menus.	Bookmark and markup PDF documents.	
Convert a Word document to PDF.	Scan for viruses and spyware.	
Scan multi-page documents to PDF.	Understand what metadata is.	
Use OCR software to recognize text in PDF documents.		
Navigate using File Explorer (Win) or Finder (Mac).		
Navigate relevant databases.		

Basic Internet Competence		
<u>TIER 1 SKILLS</u>	<u>TIER 2 SKILLS</u>	<u>TIER 3 SKILLS</u>
Basic email skills. Know where email is stored, back up email, search email, understand and utilize folders within email.	Ability to use the Cloud.	Understand website caching.
Understand the Internet v. the Cloud.	Understand risks associated with free or low-cost cloud services, including risks to confidentiality.	Ability to archive emails (individually and in bulk) in searchable format that preserves attachments.
Ability to navigate the internet, including ability to utilize advanced search options on Google or other search engines.	Understand social media well enough to assess admissibility/reliability and to admit or oppose admission.	
Download, save, and later locate files.		
Install a browser extension.		

Basic Data Security Competence		
<u>TIER 1 SKILLS</u>	<u>TIER 2 SKILLS</u>	<u>TIER 3 SKILLS</u>
Set a strong, unique log in password on your computer. (Password should be at least 12 characters long and contain letters, numbers, and symbols.)	Set up a wireless router and secure it with WPA.	
Routinely change passwords. Passwords should not be changed sequentially.	Encrypt files stored on the Cloud when appropriate.	
Set a password on all mobile devices—not merely an unlock pattern or fingerprint.	Back up files automatically and securely to <i>at least two</i> locations—one local and one remote.	
Set all electronic devices to automatically lock after a short period of inactivity. Understand risks posed by on-screen notifications even when device is locked.	Restore files from backup sources.	
Understand risks associated with using public wi-fi and how to protect your information. Understand what information device names can reveal over public wi-fi.	Understand your electronic footprint.	
Turn on computer firewall.	Encrypt your file system.	
Understand encrypted files v. encrypted connections. Explain why you might not want to send unencrypted files over an encrypted connection.		

Basic E-Discovery Competence		
<u>TIER 1 SKILLS</u>	<u>TIER 2 SKILLS</u>	<u>TIER 3 SKILLS</u>
Database competence, including USAfx.		
Explain what <i>native format</i> means and understand its significance to e-discovery.		
Ability to navigate PDF files using bookmarks, searchable text, etc.		