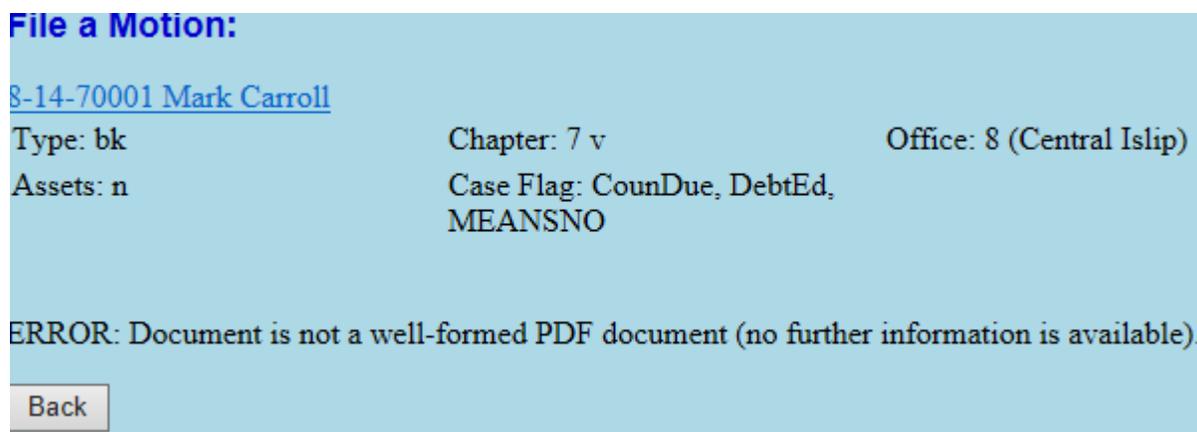


DOCUMENT PREPARATION

Format

Except when filing the List of Creditors under ECF Creditor Maintenance, only documents saved in Portable Document Format (PDF) may be filed using the court's electronic filing system. Attempts to upload a file that is not PDF, or submit a standard docket entry without a document, will give an error message as in the image below



Converting a Word Processing Document to PDF using Microsoft Word for Windows

- STEP 1** Open the document to be converted
- STEP 2** Click on the **File** Backstage View to select *Save As*
- STEP 3** The **Save PDF File As** dialog box appears
- STEP 4** Assign and type a file name, making sure **Save As Type** window displays **PDF files (*.pdf)**
- STEP 5** Click **OK** to save the file as a PDF document

Imaging/Scanning a Document

- Documents scanned at a resolution higher than 300 dpi might be too large to upload to the Electronic Case Filing system

- The maximum PDF File Size is 4 MB (approximately 80 pages)
- Maximum Merge Document Size is 25 MB (approximately 500 pages)
- Scanned documents sent to the Court must be properly formed. If a page is lopsided or not legible, re-scan the document before uploading in ECF
- Scanned documents screen view must be **Landscape Orientation**
- Do not scan orders when using the sub-menu hyperlink, **Upload Proposed Order**