

## Converting a Document to PDF

Pleadings may be created using any word processing application, however all documents must be converted to Portable Document Format (PDF) prior to filing electronically with the court, with the exception of the matrix. If you attempt to upload a non-pdf file, or try to submit a docket entry which requires a document image without a document attached, an error message will display.

When converting a document to PDF, the original word processing document will not be altered, it will only be copied. The instructions below are for converting a document to PDF from WordPerfect and Microsoft Word; other applications may vary in how the conversion process is done.

### WordPerfect

1. **Open** the document to be covered
2. From the **File** menu select **Print**
3. In the **Print Dialog** select the down arrow for **Select Printer**
4. Select **Acrobat PDF Writer** or **Acrobat Distiller**
5. Click **Print**

Note: The file will not print to paper; instead the **Save PDF File As** dialog box will appear.

6. Select the location to save the file using the **Save In** drop down arrow
7. Name the file
8. Click **Save**

The file will be converted to PDF and the file name should contain the .PDF extension.

### Microsoft Word

1. **Open** the document to be converted
2. From the **File** menu select **Print**
3. In the **Print Dialog** select the down arrow for printer **Name**
4. Select **Acrobat PDF Writer** or **Acrobat Distiller**
5. Click **Print** or **OK**

Note: The file will not print on paper; instead the **Save PDF File As** dialog box will appear.

6. Select the location to save the file using the **Save In** drop down arrow.
7. Name the file
8. Click **Save**

The file will be converted to PDF and the file name should contain the .PDF extension.