

## **Portable Document Format - PDF Overview**

A Portable Document Format (PDF) file, is a document created in a format developed by Adobe Systems. Adobe Acrobat - and other various programs - create documents in this format in order for documents created on different computer systems and software to be easily viewed on any of those systems. Each document is secured with a unique encrypted key. All documents submitted to CM/ECF must be in "PDF" format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format.

When filing pleadings within the CM/ECF system, most events require that a document be associated with the event. Prior to filing the pleading, the associated document is prepared in a word processing system or other software. Once document composition is complete, it is then converted to a PDF document and saved with the preparer's computer system or a general location that is accessible to all filing parties at that location. (e.g., a server or desktop PC) *For details on converting documents, please refer to the handout entitled "Converting Documents to PDF."*

When saving the PDF document it is helpful to establish a consistent naming format. The name could start with the case number and include some abbreviation as to what is contained within the document, such as 05-20100\_ObjCoP, which would be an Objection to Confirmation of Plan for case number 05-20100. The document may be named however the preparer is best able to locate the document. Establishing a naming system within departments or agencies is helpful when another individual has to locate a document in the absences of the preparer.

It is critical when filing within the CM/ECF system that the proper document be associated with the filing of an event. The court performs quality checks on all incoming filings. Court staff verify the /s/ conformed signature, missing pages, correct document for the selected event, case number, that the file is readable, and other criteria that applies to specific events. When court staff locate a PDF document that is associated with the wrong case, additional work is required by the court and the filer to correct the entry.

The following outlines how to browse, verify and attach PDF documents. By doing this each time, it will ensure that the proper document is associated with the proper event and case. By performing this verification at the time of filing, you will be saving yourself and the court staff additional time by not having to deal with corrective entries.

1. Once you click on the "Browse" button within CM/ECF, locate the document within your computer system.
2. Right-mouse click on the correct filename.
3. Select "Open" from the pop-up menu. This will launch PDF file's application.
4. The PDF document will open.
5. Verify the document.
6. Close the document by clicking on the X in the upper-right hand corner of the Adobe application.
7. Click on the "Open" button within the Browse screen.
8. The PDF document name will appear in the Browse bar of the CM/ECF system.