

PDF Document Conversion Tips

CM/ECF filers should be aware of the different processes in which to convert documents to PDF (Portable Document Format) files.

Scanning a document versus converting it from a word processing software affect the file size (sometimes dramatically) and may cause problems when filing in the CM/ECF system.

Consider these PDF tips:

- Users should try, whenever possible, to convert their documents directly from word processing or bankruptcy preparation software. This process limits the file size making it faster to upload and retrieve documents.
- For documents where signatures may be necessary, such as a stipulation, users may type the full name along with a “/s/” (indicating signature) and then convert the document to PDF. There is no need to scan the document in order to capture the signature. Plus not scanning these documents will save time.
- Scanned documents create much larger files, take longer to upload and are not as easily searchable. If scanning is necessary, it is recommended that documents are scanned at 200 dpi (dots per inch) in order to maintain a smaller file size as well as efficient upload and retrieval of CM/ECF documents.
- The scanning mode makes a difference too. Set your mode to “black and white.” This may also reduce the file size of your document. You’ll find more information regarding the modes in your scanner documentation.
- And finally, make sure the quality of your scanned image is readable. CM/ECF users should take the time to carefully review documents before electronically filing. Documents which have been previously been copied should be as “clean” as possible. Copies which contain dark areas and distortions will inflate the file size.