

## Working with PDFs

The court requires all documents that are electronically submitted or filed to be in Portable Document Format (PDF). To file/submit a document to the court in PDF, a filer must have computer software that (1) enables a document's conversion to PDF from a word processor format or (2) reads a scanned copy of a document and converts the image to PDF. Adobe Acrobat X Pro is software that will enable either conversion. While Adobe Acrobat Reader works with most systems, it does not offer the same capabilities as Adobe Acrobat X Pro. The Court uses and recommends Adobe Acrobat X Pro because it allows a filer to manipulate a PDF document and even perform some basic editing.

Any PDF document filed or submitted with the Court must be text-searchable. Adobe Acrobat X Pro permits a filer to perform an Optimal Character Recognition ("OCR") scan that will convert the document to a text-searchable format. (See Text-searchable PDFs below.)

A filer (at times) may need to combine multiple PDFs into one PDF. Adobe Acrobat X Pro enables a user, among other things, to combine multiple separate PDFs into one PDF as required. (See Combining multiple documents into a single PDF below.) Each volume of a multi-volume appendix constitutes a separate document and does not need to be combined into one PDF. If one volume of a multi-volume appendix qualifies for exemption from electronic filing, the entire appendix must be submitted on CD or DVD. Each volume of a multi-volume appendix included in a CD or DVD must be identified as a separate, clearly-labeled document. (Example: Vol. 1 (1-300); Vol. 2 (301-600).)

A document that exceeds 5 megabytes in size and cannot be reasonably divided into separate parts, each not exceeding 10 megabytes in size, is exempt from the electronic filing requirement. The oversized document qualifying for the exemption must be filed on CD or DVD.

A filer can obtain Adobe Acrobat Reader, Adobe Acrobat Standard, or Adobe Acrobat X Pro software from [Adobe's website](#).

The following instructions apply only to Adobe Acrobat X Pro. A filer who uses software other than Adobe Acrobat X Pro to create a PDF must consult the software vendor for information on making the PDF text-searchable along with any other functions.

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