Submission of PDFs in CM/ECF

September 4, 2020

All documents filed in CM/ECF should be submitted in Portable Document File (PDF) format in standard letter size (8.5" x 11"). Legal sized documents (8.5" x 14") must be converted to letter size prior to being scanned. The scanner resolution should be set at 300 DPI (dots per inch) and image type set to black and white drawing only. Color or gray scale PDFs are prohibited. The maximum PDF file size is 35 MB (35,840 KB). The only exception to these requirements is the creditor's matrix which should be submitted in text ".txt" format for proper uploading into CM/ECF.

PDF's filed in CM/ECF should always be submitted in **Portrait Orientation** (upright) not in a **Landscape Orientation** (sideways). Also, PDF's should not be filed in CM/ECF that are upside down, crooked, or illegible.

Below is a quick checklist to review before uploading a PDF to file with the Bankruptcy Court:

☐ Is the correct case number shown on PDF?

☐ Is the debtor's name and the joint debtor's name (if applicable) listed correctly?

☐ Is the PDF signed and dated?

☐ Is the PDF legible?

☐ Is the PDF complete (without missing pages, etc.)?

☐ Have all personal identifiers or sensitive information been redacted from the PDF?

☐ Does the PDF appear in an upright (portrait) position?

☐ Has the correct docket event been chosen for the PDF being filed?

☐ Does the file size of the PDF exceed 35 MB (35,840 KB)?

☐ If documents are scanned to PDF format, is the DPI (dots per inch) setting on the scanner set at 300 dpi?

☐ If the PDF was a fillable form, has it been locked or flattened by selecting Print to PDF?

Always preview each PDF before uploading and filing it with the Court to make sure you are attaching the correct document. The filer should click on the filename to highlight the PDF and click the right mouse button to select "Open with Adobe." This can be done while the filer is docketing in CM/ECF after the browse button has been chosen.

PDFs can be scanned in blocks if the PDF file size is larger than 35 MB (35,840 KB). For example, if you have a 100 page document that exceeds the file size limit, divide it in half and scan pages 1 – 50 as one file and pages 51 – 100 as another file. The second file can be added as an attachment when docketing.