

ECF Rules and Procedures

- 2.6 "PDF" means Portable Document Format. PDF is the format in which electronically filed documents must be transmitted to the Electronic Filing System.² "PDF text format" means a text-searchable PDF file generated from an original word-processing file.
- 4.1.1 General. Except as expressly provided herein, by local rule, by order of the Court or in exceptional circumstances, including a Technical Failure, a Filing User shall electronically file all documents required to be filed in all civil, criminal and miscellaneous cases.
- 4.1.2 Format. Documents filed in CM/ECF must be in PDF format. Briefs and motions must be filed in PDF text format and not created by scanning. Whenever possible, other documents should also be in PDF text format. A Filing User must verify that a scanned document is an accurate representation of the original document prior to filing it. See the User's Manual for further information.

²Documents created in word processing programs can be converted to PDF by either using the word processing program or a separate software program such as Adobe Acrobat Writer. Paper documents can be scanned and converted to electronic PDF documents using the scanner's software. **A Filing User must verify that a document is an accurate representation of the scanned document prior to filing it.** See the User's Manual for further information.