

## **Guidance on Uploading PDF's for Civil E-Filing**

All attachments submitted as part of a case filing through the E-Filing Portal are converted to PDF/A post packet acceptance. Due to the variation of tools and standards available for creating PDF's, there is the potential for data corruption to occur during the conversion process. Below are guidelines to mitigate this problem.

Recommended programs for creating PDFs:

- Microsoft 365
- Adobe Pro

Recommended programs for digitally signing PDF's:

- DocuSign
- Adobe Sign

While creating a PDF, you should avoid using custom fonts.

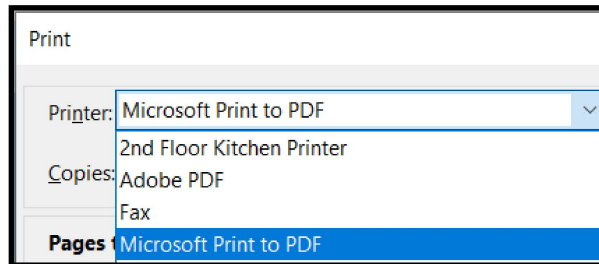
While not an extensive list, the following programs have known compatibility issues with our case management software and will result in delayed docketing of filings:

- Samsung Smartphone built in digital signature application
- Apple iPhone built in application
- Word Perfect
- Microsoft Word 2016 and below
- Coral PDF Fusion
- Foxit PhantomPDF Printer Version 10.0.1.3443 and below
- Microsoft Word 2016
- GdPicture Managed PDF Plugin
- GPL Ghostscript 9.06 (Producer)

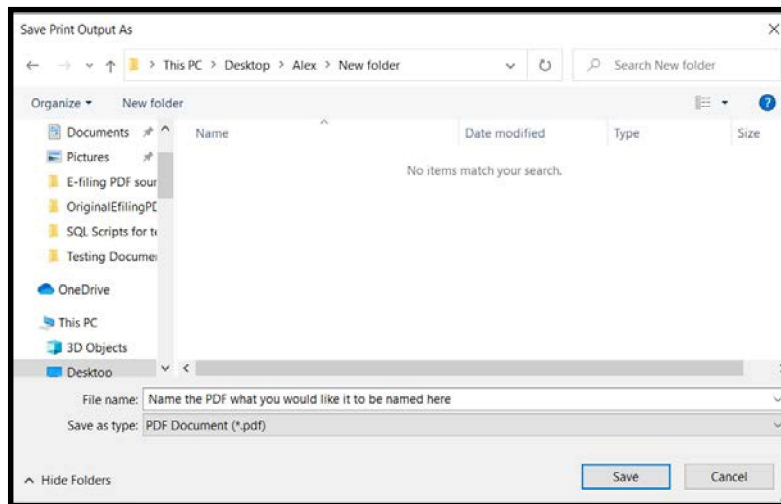
If you are not able to use any of the programs in our "Recommended Programs" list, or if you have trouble uploading your file, you should first print the PDF using the Microsoft Print to PDF driver before attempting to upload it through the e-filing portal. *See page two for step-by-step instructions on how to do this.*

## Printing a document to PDF using Microsoft Print to PDF

1. Open the PDF you are attempting to upload in a Web Browser (IE, Chrome, Firefox, Edge).
2. While viewing your PDF in the browser, hold Ctrl and press P (Ctrl+P), this will open the print menu.
3. In the print menu, we have the option to change your printer to "Microsoft Print to PDF". Select this option and click "print".



4. Upon selecting "Print" a "Save As" window will appear.



5. Name the file and select the location to save it to.
6. Click Save. Your file will be saved to your computer and is ready to upload in the Attorney Portal.