CM/ECF Docketing Tips: Navigating Large Document Uploads

File Size Limit

The maximum upload size for a <u>single</u> PDF document is 50-megabytes. If you exceed the 50-megabyte limit, you will receive an error message. Documents converted from Word to PDF using conversion software will rarely approach the cap; however, scanned imaged PDF documents may exceed the limit.

We recommend you take steps to minimize the cumulative size of each submission by:

1. Converting rather than scanning documents, as scanning creates a much larger file.
2. Using scanner settings that minimize document size (see scanner tips below).
3. Requesting depositions in electronic format such as CD or flash drive and converting them to PDF using a word processor.

Note: Pursuant to Local Rule 26.2, discovery material should not be filed with this court unless it is filed in support of, or in opposition to, a motion and should be limited to those portions of the material directly necessary to support the motion or petition.

Scanner Tips

If the document is a scanned PDF, ensure you are using the most efficient settings:

- 200 dpi for scanning documents.
- Set image type to black and white bitmap, text (image only), or line art.
- Use black ink if possible. Blue ink and pencil do not scan well. If necessary, make a copy of the document before scanning it, and darken with the copy machine settings.
- Exhibits in color or with graphics: Documents appearing in color in their original form such as color photographs, may be scanned in color and then uploaded to ECF.
- Check the size of a scanned document <u>before</u> uploading it to ECF. To check the file size, locate the file in Windows Explorer, right click on the file and choose Properties.

Note: Our Administrative Procedures require the filing party to configure their scanners at 200 dpi and in black and white rather than in color. Additionally, the filing party is required to verify the readability of scanned documents before filing them electronically.

Splitting PDF Documents into Separate Files

Should the document still exceed the 50-megabyte limit after using the tips above, you should break the document into separate PDF documents. It is difficult to estimate how many attachments or total size of the documents in one e-filing; however, you should ensure that <u>each</u> of your attachments is under the 50-megabyte limit when separating files.