Document Formatting for Submission in CM/ECF NextGen

All documents must be saved in portable document format (PDF) to filing in CM/ECF. Documents should be scanned in 600 dpi, and there is a file size limit of 35 megabytes per attachment.

If a filer tries to upload a PDF with prohibited content, CM/ECF will reject the document.

PDFs with the following content will be accepted
- Contains hyperlinks to external websites.
- Meets the PDF-A standard.
- Contains optical character recognition (OCR) meta-data.
- Comprised of scanned documents.
- Created with Mac OS X using a fillable form in the Chrome browser.
- Created with Mac OS X using MS Word and selecting the option, "Best for Electronic Distribution.
- Contains editable forms.[i]

PDFs with the following content will be rejected
- Does not comply with PDF format standards.
- Contains JavaScript.
- Encrypted or password-protected.
- Contains scripts which can launch an external application.
- Contains internal attachments.
- Contains audio and video content.
- Created with Mac OS X using a fillable form in the Safari browser.
- Created with Mac OS X using MS Word and selecting the option, "Best for printing".

The simplest way to address most PDF upload rejections is to flatten the PDF and then upload it as follows:

1. Open the PDF in Adobe Acrobat or another tool.
2. Print the PDF file to your PDF printer (File>Print>select Adobe PDF or another PDF printer listed in the drop-down list).
3. Save the printed PDF and upload it into CM/ECF.

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[i] While the system will accept editable forms, it is not a recommended practice.