

## CREATING PDF DOCUMENT FROM A SCANNING SYSTEM

For documents that must be imaged because a word-processed version does not exist, the preferred method is to scan the document directly into PDF (Portable Document Format) using a scanner.

There are several factors to consider when determining how the scanning will be done.

- The quality of the document when scanned is determined by the level of detail recorded by the scanner. This detail is referred to as the resolution, which is measured by the dots per inch (dpi). A higher resolution:
  - is slower to scan (this is dependent also on the scanner and the number of pages that are scanned).
  - creates a document with a larger file size. This, in turn, causes the loading of the document into the case management application and the retrieval of the document from the application, to be slower.

There is a trade-off between the resolution, the speed at which the document is scanned, and the file size of the scanned document. For example, using a scanner (rated at 30-45 pages per minute), a 100 page document scanned at 300 dpi produces a file of 6.97 MB and takes 3 minutes and 51 seconds to scan. The same document, scanned at 150 dpi produces a file of 3.67 MB and takes 2 minutes, 15 seconds to scan.

I It is therefore important to find a resolution that will provide a high quality document, with a file size that does not hamper the length of time it takes to scan, load, and retrieve the document. The court recommends a resolution between 200 dpi.

- Another factor to consider is the mode of scanning. Almost always, it should be done in black and white, so that the file size will be as small as possible. However, there are some documents (those with shaded boxes, for example) that may need grayscale instead; this, however, will produce a file that is much larger in size than the document scanned in black and white. Never scan documents in color. This will produce a document with an extremely large file size, which will take longer to load into the application and longer to retrieve for viewing purposes.

### Document Size

Pursuant to Local Rule 5005-4-(5) any electronically filed document “must not exceed 1 megabyte in size. Transmission time for effecting such filings is time sensitive. Filings that take more than 5 minutes to transmit, for security reasons, will time out. If a filing is larger than 1 megabyte and if any portion of the filing has been scanned, the filing document should be no more than 8 ½ by 11 inches, without color

and the resolution should not exceed 300 dpi. If making these adjustments does not reduce the filing size to 1 megabyte or less, the filing user will make suitable arrangements with the court to effect the filing.”

Documents consisting of more than 75 pages require additional steps to complete the docket entry. Please refer to the CM/ECF Attorney Manual for instructions.