

eFiling Guidelines on Documents

This document addresses the file formatting of documents that will be filed using the Missouri eFiling System.

There are several court rules that address the content formatting and spacing of court documents. Rules affecting the content formatting of documents are included in Rule 103.04 and Court Operating Rule 27.

Document File Type: All documents filed into the Missouri eFiling System must be in PDF (portable document format). Documents that are sent to the court outside of the Missouri eFiling System (usually by e-mail) may be in Microsoft Word format (.doc or .docx).

Document Security: Documents submitted to the Missouri eFiling System must have NO document security. This means that all the security features associated with the PDF file must be off, or marked no in the properties view. It also means that NO digital signaturesⁱ are allowed as these create document security and associate digital certificates with the document.

Digital Encryption: No form of digital encryption is permitted in PDF documents filed in the Missouri eFiling System.

Internal Links and References: Documents shall NOT include HTML references, URLs or hyperlinks. Due to the nature of the eFiling system, these references and links will not remain intact once the document has been accepted into the system. This includes the use of digital signatures and certificates.ⁱⁱ

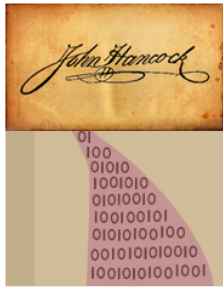
Document File Size: Documents are limited to 7MB per document and up to 21MB per submission into the Missouri eFiling System. This limit applies regardless if the document is converted or scanned to PDF. Instructions on splitting files are located later in this document.

Some PDF software offers options to reduce file size. File compression is acceptable and recommended if it is available. Reduction of resolution to below 300 dots per inch (dpi) is NOT recommended as it limits the courts' ability to archive the files in accordance with the requirements of the State Archives.

Document Structure for Scanned Documents: PDF documents that are produced by scanning the pages with a digital scanner must be at least 300 dpi resolution. Higher resolutions are acceptable, but unnecessary and adversely affect file size. Scanned documents should be scanned as black-and-white. The use of grayscale or color should not be used unless necessary to maintain the content of the document the same as the original. Scanning documents with signatures in colored ink is not necessary. However, if it not possible to include required signatures without scanning; only the signature page should be scanned. The remainder of the document should be converted from the source file (i.e., word processing application) using a PDF converter or PDF print function. Additional information on generating PDF files from source applications is located later in this document.

ⁱ Digital Signatures are NOT the same as digitized signatures. A digitized signature is a scanned image of a pen-and-ink signature that is used much like a rubber stamp. It contains no digital security embedded in it and is an image file. These are commonly used and accepted in the Missouri eFiling System. However Digital Signatures include encryption and digital certificate technology which,

when a date filed stamp is affixed, displays a notice that the signature is invalid.

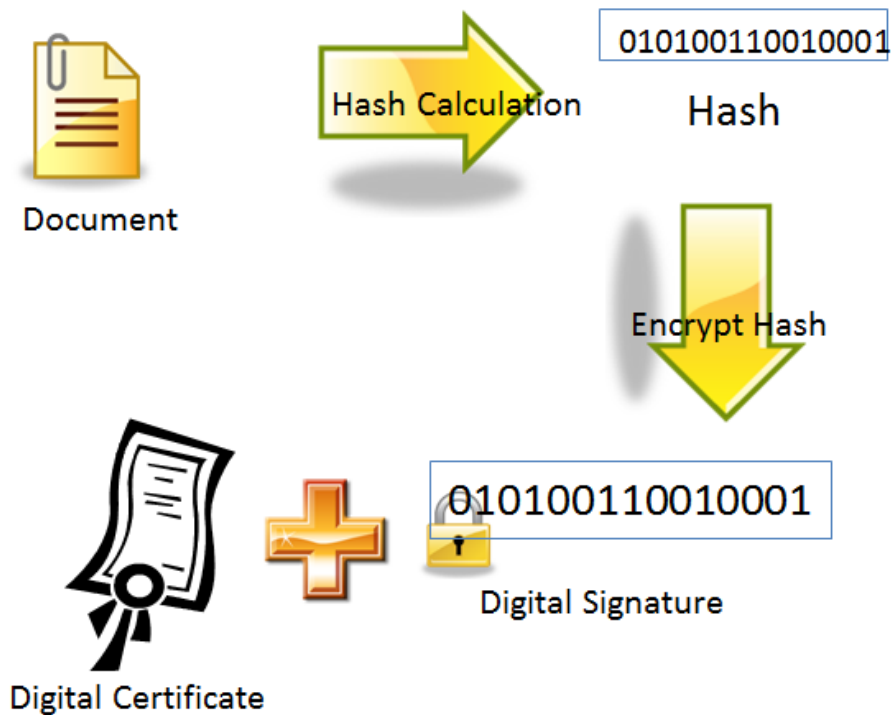


When a PDF document is created with a “digitized” or scanned signature, the pen and ink signature is converted to binary code (1s and 0s) and handled as an image.

When the document is printed or viewed that portion of the document is displayed as an image and is wholly contained within the document.

Signatures created using a stylus or finger on a touch-sensitive surface (iPad or Tablet PC) are captured as images.

ⁱⁱ Digital Certificates create a security wrapper around the document that identifies when modifications have been made to the document. The date filed stamping process that takes place when a document is accepted into the Missouri eFiling System invalidates the original digital certificate. Digital Certificates are not permitted on documents in the eFiling system.



Add digital certificate to digital signature = digitally signed document



Portable Document Format (PDF) Software and Information: Some Options for Creating Converted PDF Files

The Supreme Court of Missouri and the Office of State Courts Administrator do **not** endorse, or in any way support, any specific PDF software, method or company. Resources listed below and many others may be found by performing an Internet search for PDF applications and tools.

All the Missouri eFiling System requires is the PDF format be used for all documents submitted to the court. How you read PDFs, create PDFs or convert other files to PDF is entirely up to you. There are many options in many price ranges, but remember you must have BOTH a PDF reader **AND** a PDF writer to properly utilize the Missouri eFiling System.

Read PDF Documents:

Adobe Reader - <http://get.adobe.com/reader/>

The free Adobe Acrobat Reader is widely used. There are other readers out there, but this one is considered the standard.

The OSCA Help Desk highly recommends using the most current version of any PDF reader.

Write PDF Documents:

PDF995 - <http://www.pdf995.com>

A simple converter, but easy to install and use to create PDF documents. Pdf995 is free because it is "adware" (a web page will pop-up and show some advertising when you create a PDF), but the documents you create with it are clean and free of any advertising and only will contain the data you wish. For a small fee you can prevent the ads from popping up. NOTE: The other PDF offerings from pdf995.com ("PdfEdit995" & "Signature995") are optional and not required.

CutePDF Writer - <http://www.cutepdf.com/>

CutePDF Writer is another easy-to-install-and-use piece of freeware to create PDF documents. It is free and does not show advertisements.

Adobe Acrobat Pro - <http://www.adobe.com>

The full version of Adobe's Acrobat writer software has many useful tools and features, which may help you significantly. This tool is a worthy investment if you plan to do a lot of PDF work, especially with scanned documents.

Corel WordPerfect versions 9, 10 & 11 word-processing programs already have a built in PDF converter. <http://www.corel.com>

Apple Macintosh OSX has a built-in PDF converter.

Frequently Asked Questions about Portable Document Format (PDF)

Electronically filed documents must be submitted in PDF format. Documents are put in PDF format in one of two ways:

- (1) **Conversion.** Electronic documents, such as pleadings or motions created in a word processor, are converted electronically to PDF format when they are saved or printed.
- (2) **Scanning.** Printed paper documents are scanned and saved in PDF format.

Documents created in an attorney's office using WordPerfect or Microsoft Word 2007 or later can be converted directly to the PDF format by the program itself. Or the firm can install Adobe Acrobat or other similar add-on products that enable text documents to be converted to PDF format when they are printed. Scanning a document is necessary only when the document is not available in digital form, or when court rules require the document to contain an original signature.

Many judges prefer electronically filed documents be "text searchable," meaning essentially that it is possible to find individual words within the document. Electronic documents converted directly to PDF are generally text searchable. Documents scanned to PDF are not text searchable. Using OCR software to create searchable text adds significantly to the file size and may make the file too large. It is preferable to convert the file rather than scan it.

1. How do I know if I have the ability to create a PDF?

1. If you have Corel WordPerfect Version 9 or above, you do. All you need to do is click **File => Publish to PDF**.
2. If you have MS Word 2007, you might. Click the **Ribbon**, then click **Save As**. If you see the option for PDF or XPS, you have the plug-in already. If not, you should see instructions about how to download and install a free plug-in from the Microsoft website.
3. If you have MS Word 2010 or later, you do. Click the File menu and select Save As. Choose PDF from the File Type menu.
4. For Microsoft Windows computers, you do have PDF conversion if when you click **Start => Settings => Printers**, you see a PDF printer listed, such as Acrobat Distiller, PDF writer, PDF995 or any PDF-like listing.

There are other PDF converters that work other ways (custom programs, e-mail PDF servers, special directories, etc.), please check with your local computer support personnel to see if you have any of these.

2. The electronic filing system says my file is too big to attach. What is "too big?"

The Missouri eFiling System will not allow any **individual** PDF document larger than **7.0MB** (or 7,000KB) to be attached to a filing. Note that your combined file size if submitting multiple filings is 21.0MB.

Converted (rather than scanned) documents rarely exceed 7.0MB since you usually can get hundreds or thousands of pages into a 7.0MB file. Scanned documents can be problematic since scanning creates a MUCH larger file size for the same number of pages compared to a converted document. There is no way to tell exactly how many pages you can get into a file under 7.0MB when scanning, but here are some examples:

- 100 pages **converted** to PDF may be only **1.5MB or less**
- 200 pages **scanned** to PDF may range from 6.98MB to 9.3MB
- 203 page transcript converted from RTF (rich text format) to PDF by the transcript software can be as little as **393KB**

Sample Scanning Test to Determine File Sizes:

Document	Pages	Method/Type	File Size
Transcript	203	Rich Text Format	414 KB
Transcript	203	PDF Converter	393 KB
Transcript	203	Multi-Function Printer	84.7 MB
Transcript	203	ScanSnap	6.2 MB
Transcript	203	6130	7.2 MB
Book	200	ScanSnap	9.98 MB
Book	196 blank page removal automatic	6130	9.33 MB
Book	304	Xerox Conversion	23.6 MB
Book	200	Multi-Function Printer	94.6 MB
Transcript	100	Acquire scan	6+ MB

If your document has a small number of pages in relation to the file size, it very likely is a scanned file.

In many cases using file compression will greatly reduce the file size in scanned PDF files. Compression settings may be found in your scanner software. You must consult your scanner's documentation or the manufacturer's website/helpdesk for assistance with using your scanner. It is very unlikely the OSCA Help Desk has information about your specific scanner.

3. How do I tell the size of my PDF file?

When you have the file open in Adobe Acrobat Reader, you can get a document summary that will tell you a number of things about the file, including its size. Simply type **Ctrl-d** or click **File=>Properties=>Description** to open the dialog box. File size

may be listed in KB (kilobytes) or megabyte (MB). 1000KB = 1MB. The Missouri eFiling System will not allow you to attach any single file larger than 7.0MB (7,000KB). You also can look at the file size from within Windows Explorer.

4. If my PDF file is too big, what are my options?

You have a number of simple options:

1. Split the file in to 7MB segments. If you are using Adobe Acrobat Pro to create your PDF files, instructions to split files are located later in this document.
2. If your PDF was created by using a scanner, did it have to be scanned? Only documents which exist in paper-only must be scanned, all others can (and should) be converted from the original computer file. If your document exists anywhere electronically (Word, WordPerfect, Excel, website, etc.) it is MUCH better to **convert** your document to PDF rather than print it and scan it.
3. In **most** circumstances, you do NOT need to scan to prove the existence of signatures. If you do need to scan documents for signature, ONLY the page with the signature should be scanned. The remainder of the document should be created by conversion.
4. Is your scanner trying to perform optical character recognition (OCR) on the file? OCR processing can add to file size. Refer to item 1 above and determine if scanning was the only option to create the file. If so, be sure your scanner is not adding OCR to the scanning process.

5. What are the recommended scanner settings?

If it is necessary to scan your document to convert it to PDF format, the recommended settings are listed below.

1. Image Resolution: 300 dpi (dots per inch)
2. Black and White or Color: Black and White (never grayscale or color) avoid "photo" settings
3. Compression: select the *compression* that will create the smallest file size. Depending on the number of pages in your document, standard may be acceptable, but generally large files as a compression setting will be too large to submit electronically. Be sure you are adjusting compression and NOT resolution. Resolution should not be less than 300 dpi.
4. Page Size: 8.5" x 11" unless your document is smaller. In that case set to actual size.

6. Will the Missouri eFiling System accept PDF/A documents?

No. The Missouri eFiling System cannot accept PDF/A formatted documents. The creation of a PDF/A document includes protecting it for archival storage. The Missouri eFiling System cannot accept any PDF document with any form of protection, security, encryption or digital certificate.

7. My document changes when I make it a PDF; what's happening?

Adobe calls this "flowing." Depending on the font, the printer selected and other characteristics of the context, a document may undergo some changes when it's rendered into PDF. Using Distiller instead of PDFwriter is supposed to better preserve the document's original appearance, according to Adobe. Adobe has a good set of technical documents at their website. One directly addresses ways you may attempt to address flowing problems.

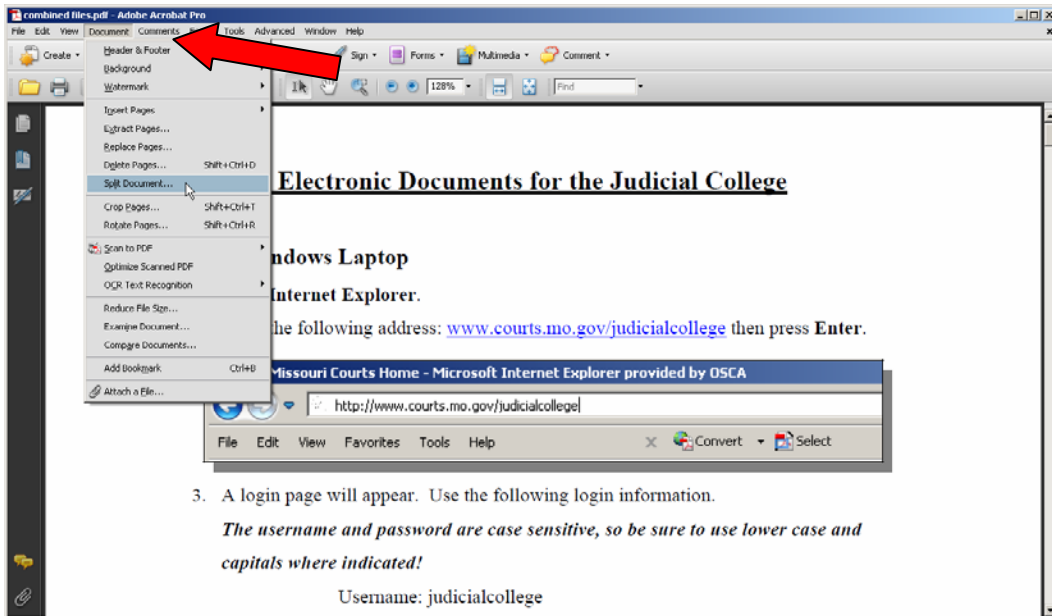
Another work-around is to set your PDF printer as your "Default Printer" before opening the document, then open the document, edit it to correct any format errors, save it and try printing (converting) to PDF again.

How to Split a PDF

There are multiple ways to split PDF files with different output options. File size may be especially helpful to those dealing with electronic filing document limits.

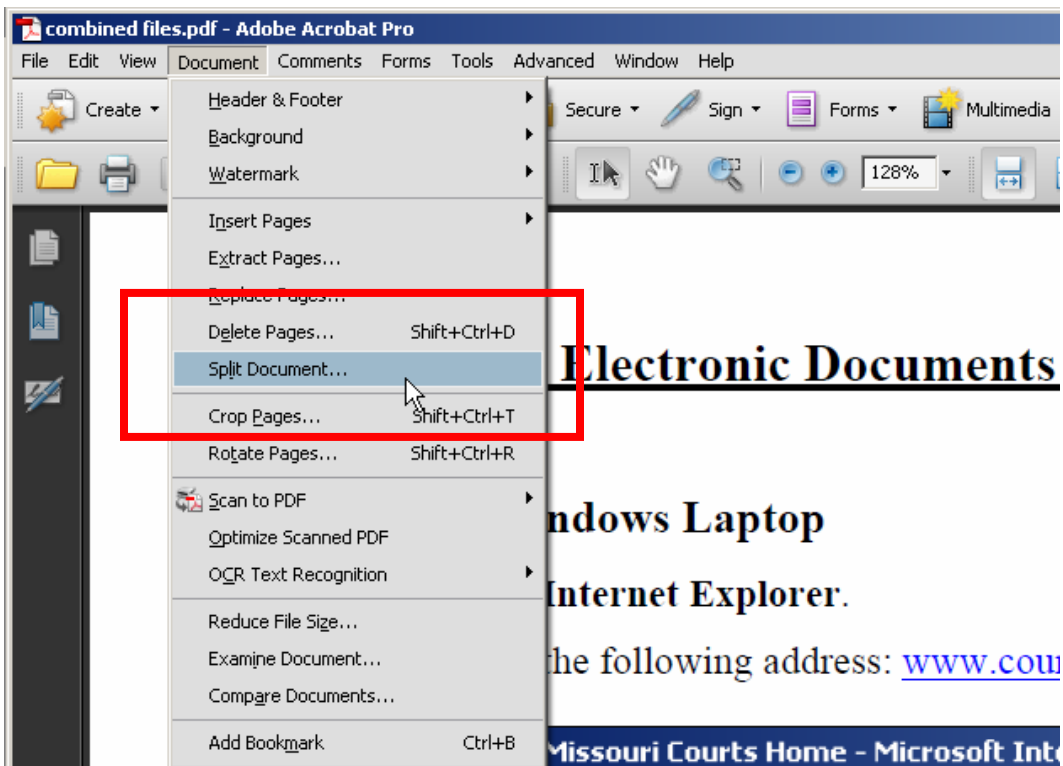
Step-by-step: Splitting a PDF by file size.

1. Click the **Document** menu



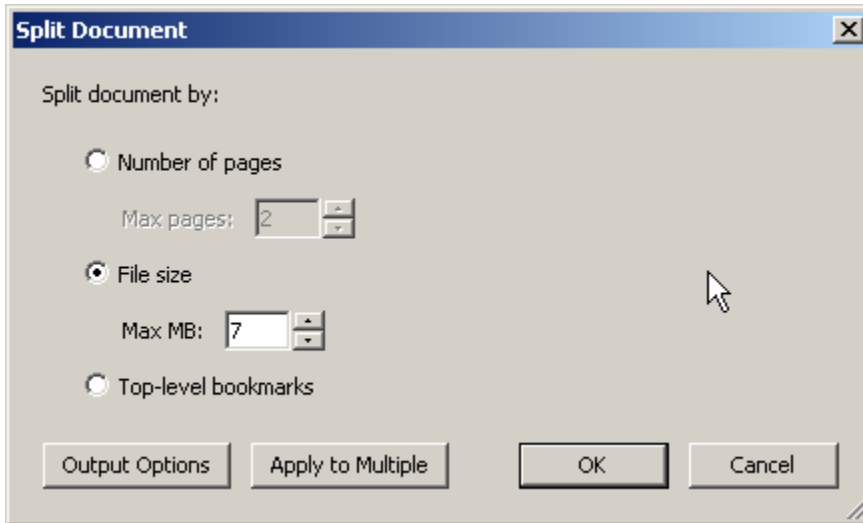
3. A login page will appear. Use the following login information.
The username and password are case sensitive, so be sure to use lower case and capitals where indicated!
Username: judicialcollege

2. Choose **Split**



Split PDF files by size (cont'd)

3. Choose Split option

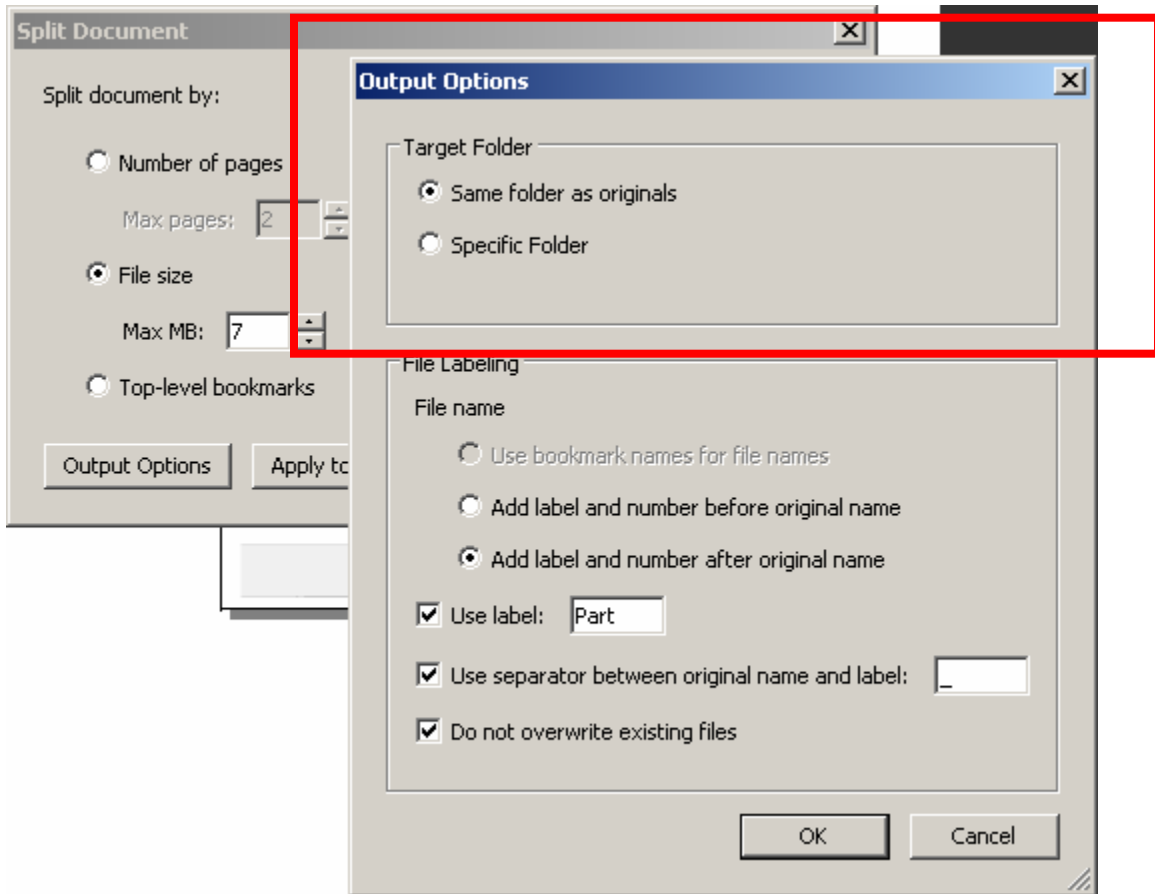


- **Number of pages:** maximum pages per split
- **File size:** Split by maximum size
- **Top level bookmarks:** PDF has to have bookmarks set up before they can use this option.

4. Click **OK**

Output Options

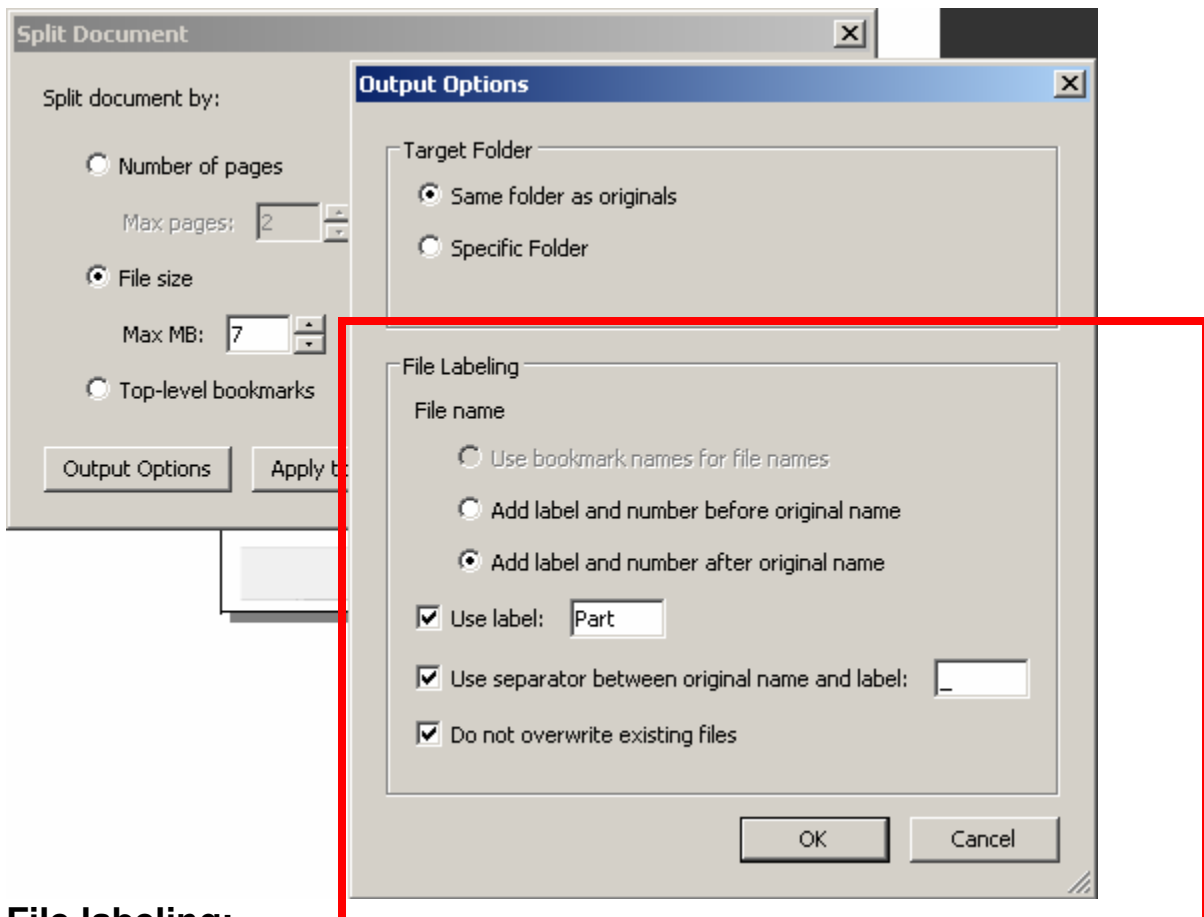
You can choose where the split documents should be located as well as how the name of the files should appear.



Target Folder:

- **Same folder as original:** Default
- **Specific Folder:** Folder where you want files to be saved

Output Options (cont'd)

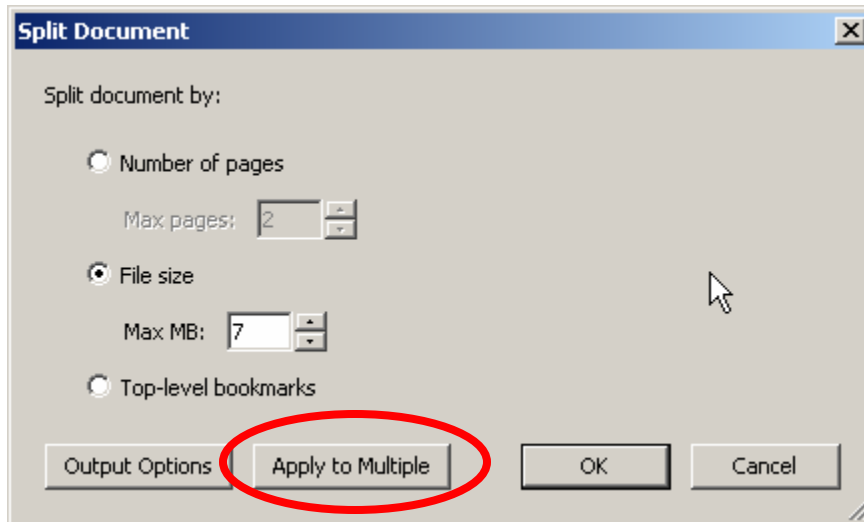


File labeling:

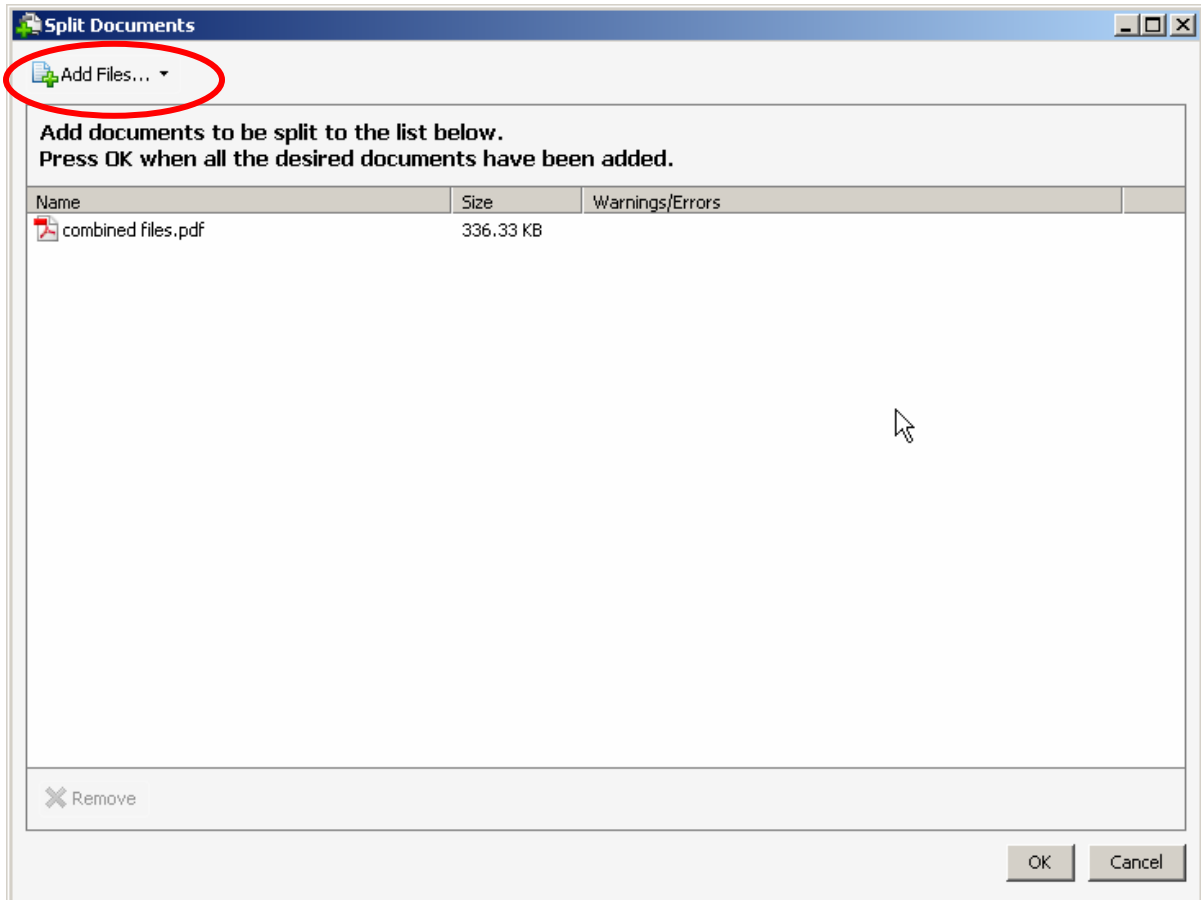
- **Use bookmark names for file names**
 - If the document has bookmarks, you can divide and label files by these. Bookmarks are like a TOC in Word. Usually has to be done manually in Adobe Pro.
- **Add label BEFORE the original name:** Could use a prefix to identify it as part of the original
- **Add label and number AFTER original name:** Add suffix to identify part of document.
- **Use label:** Default Example: Part 1, or Part 2 of original
- **Use separators between original name and label:** Example – hyphen or underscore
- **Do not overwrite exiting files:** Default

Apply to Multiple documents:

You can choose to split more than one PDF at a time.



Use the **Add Files** button to choose all files you wish to split.

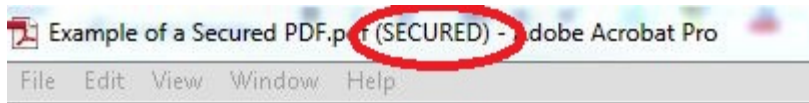


How to Unsecure a (SECURED) Portable Document Format (PDF) File

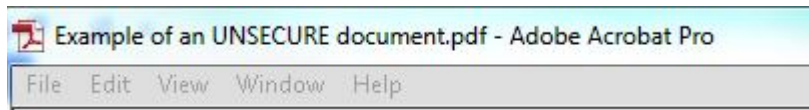
Electronically filed documents must be submitted to each Missouri Court in an unsecured PDF format with no security, restrictions, passwords, or encryption.

1. How to verify if the PDF is Secure

If your document is Secure, you will see (SECURED) in the File Name field:



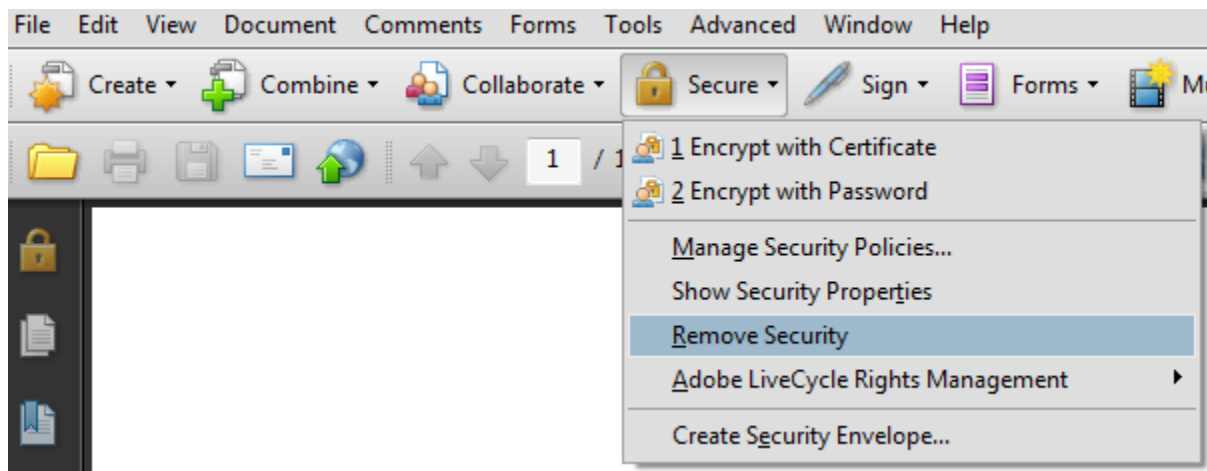
If your document is readable for the court, it should appear **without** the (SECURED).



Notice the (SECURED) is not visible in the file name description.

2. How do I remove the encryption (SECURED) with Adobe Acrobat Pro 9? (see step 3 for Adobe Acrobat Pro X)

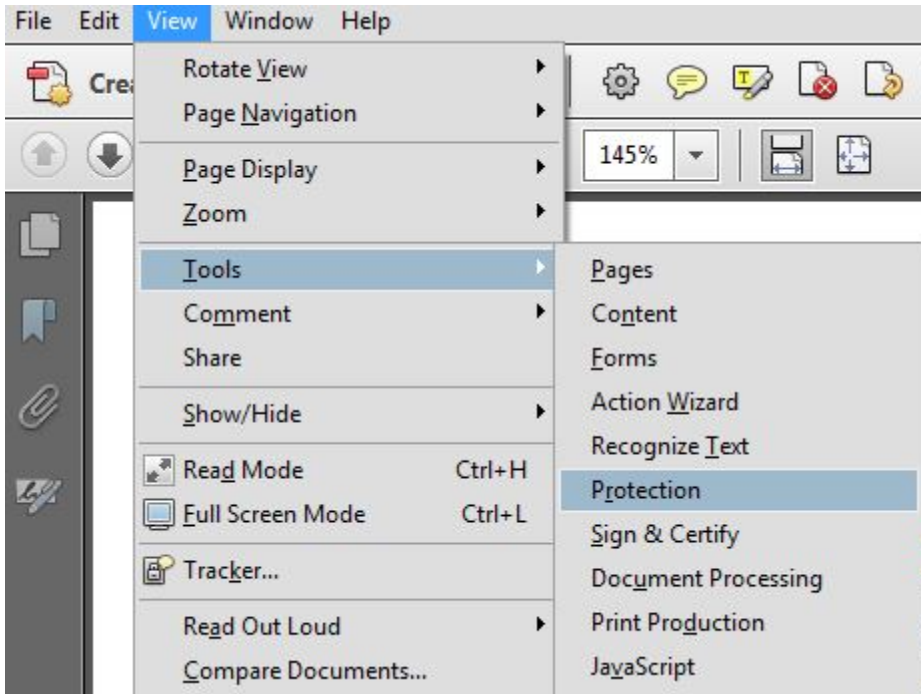
- Choose the **Secure** drop down Menu
- Select **Remove Security**



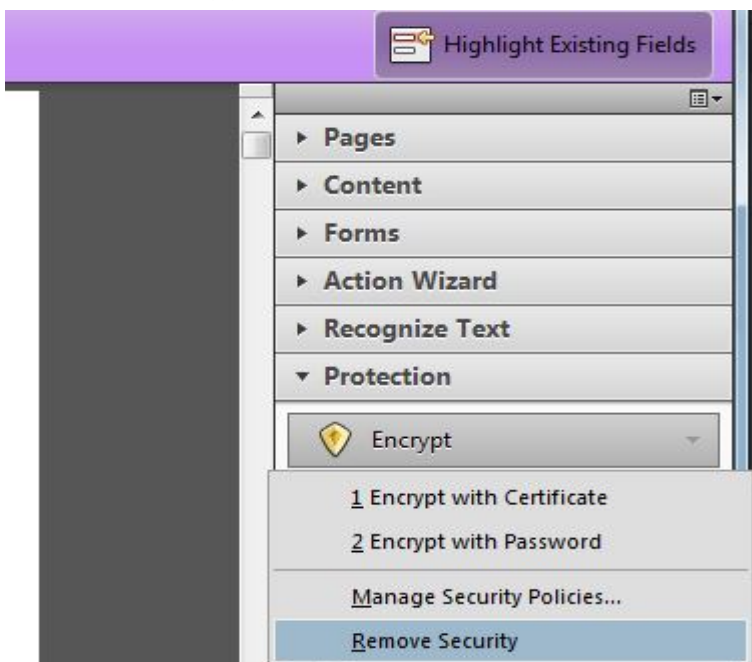
- Choose the **File** drop down menu and select **Save As** to save the document in a location where you can upload your eFiling document. This allows the document to be readable for the courts and the Missouri eFiling System.

3. How to remove encryption (SECURED) with Adobe Acrobat Pro X

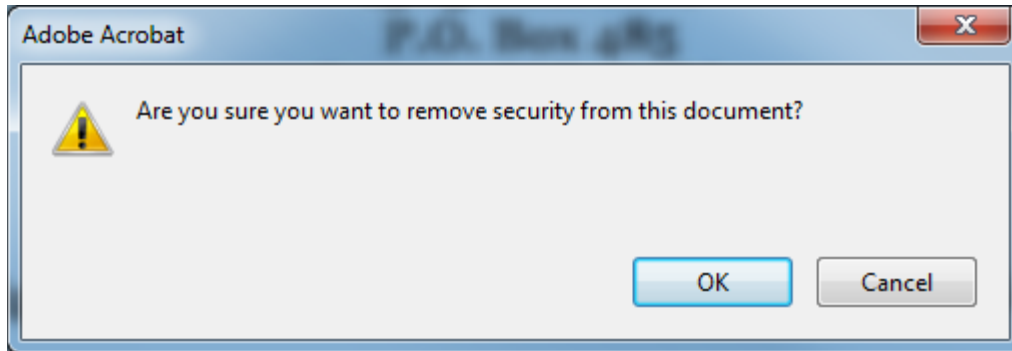
- Choose the **View** drop down menu
- Select **Tools**
- Then from the drop down, choose **Protection**



A menu will appear within Adobe that will look similar to this:



- Select **Encrypt**
- Then choose **Remove Security**
- You will then see:



- Choose **OK**
- Choose the **File** drop down menu and select **Save As** to save the document in a location where you can upload your eFiling document. This allows the document to be readable for the courts and the Missouri eFiling System.