

## Electronic Case Filing Document Size Limitations

The Electronic Case Filing system will not accept PDF documents larger than ten megabytes (MB). Documents larger than 10 MB must be divided into two or more documents, each under the 10 MB limit. Some guidelines follow:

1. Documents created with a word processing program (such as WordPerfect or Microsoft Word) and correctly converted to PDF will generally be smaller than a scanned document.
  - The output should be set to **grayscale**. Color scanning is not necessary in the court and greatly increases the file size.
  - Use **Basic Font Sets** and not embedded fonts.
  - A 10 MB document converted to PDF through a word processing program will be approximately 400-500 pages.
2. Documents scanned to PDF are generally much larger than those converted through a word processor. If graphs or color photos are included, just a few pages can easily exceed the 10 MB limit.
  - The court's standard scanner resolution is **300 dots per inch (DPI)**. Avoid using higher resolutions as this will create much larger file sizes.
  - Color scanning is not required and should not be used at all.
  - A 10 MB document created through black and white scanning at 300 DPI will be approximately 150-200 pages.
3. To verify that the size of the document is within the 10 MB limit, right-click on the PDF document from My Computer and select **Properties**. This will open a window that provides the file size information. If the file size is less than 10 MB, it can be filed electronically just as it is. If it is larger than 10 MB, it will need to be divided into two or more files, with each file being less than 10 MB.

As a guide, one megabyte is equal to 1,000 kilobytes and 10 megabytes is equal to 10,000 kilobytes.