

CM/ECF Best Practices Forum

Presented by
United States District Clerk's Office
Western District of Texas



Courtroom 5	Courtroom 4
Welcome	
CM/ECF Best Practices <i>(session 1)</i>	PDF Essentials <i>(session 1)</i>
Break	
CM/ECF Best Practices <i>(session 2)</i>	PDF Essentials <i>(session 2)</i>
ECF Demo / Q&A	Overview of WDTX Website

December 9, 2011

John H. Wood U.S. Courthouse
San Antonio, Texas

Visit us at: TXWD.USCOURTS.GOV

CM/ECF Best Practices

December 9, 2011





- What is CM/ECF?
- What you need to know....
- Who can file electronically?
- What can be filed electronically?
- How do I file electronically?
- ECF demonstration
- What can I do in PACER?
- Transcripts
- Contact Information



What is CM/ECF??

- CM – Case Management System
 - Implemented in May, 2006, replaces legacy case management system in use by the court since 1985.
 - Manages the court docket, images and noticing.

- ECF – Electronic Case Files
 - Implemented in Sept., 2006, allows registered users to file electronically with the court.
 - Electronic Case files and documents available on PACER.



What you need to know...

- All civil, criminal, miscellaneous, magistrate and sealed cases are assigned to the Electronic Filing System.
- The electronic case file is the official record of the Court.
- The clerk's office no longer maintains a paper case file with the exception of prisoner cases and some sealed cases.



- Please become familiar with our e-filing rules and procedures.
- All electronically filed documents must be submitted in portable document format (PDF).
- Electronic documents must be retained for a period of one year after the final resolution of the action, including appeal.
- All electronically filed documents shall have a font size of 12 and double spaced.



- Docket entries submitted by filers are immediately posted to the official Court docket and made available to the Court on CM/ECF, and to parties and the public via PACER.

- If a document is submitted in error, the filer must file a motion to amend or a motion to strike.

- E-filed documents printed from PACER have a file stamp and document number superimposed on them.



Who can file electronically?



Eligibility, Registration and Passwords

- Admitted Attorneys must register as filing users.
- Newly admitted attorneys must register within 10 days of admission.
- Pro hac vice* attorneys must register within 10 days of the order.
- Pro se* litigants may register to e-file with permission from the Court.



- Registration as a filing user constitutes consent to electronic service on all documents.
- Filing users must keep their Internet e-mail address current and may make firm and address changes via the electronic filing system.
- Registration of an attorney to proceed pro hac vice will be rescinded 60 days after termination of the case, unless the attorney has a pending application for admission.



What can be filed
electronically?



Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases

Can now be filed electronically:

- **Complaints and Notice of Removal**
- **Answers**
- **Amended Complaints**
- **Consents and Non-Consents to proceed before a Magistrate Judge**
- **Sealed documents filed in unsealed cases**
- **Ex Parte documents filed in unsealed cases**
- **Waivers**



Traditionally Filed Documents

The following documents must be submitted traditionally:

Pleadings which add parties or assert new claims	Trial exhibits
Motions to Intervene	Refusal of Magistrate Jurisdiction
Motions to proceed IFP	Writs
Amicus motions	Financial affidavits
Transcript orders	Vouchers for CJA payment



How do I file electronically?



- Login to our ECF system with your web browser.
- Enter the case number for your pleading.
- Prepare the docket entry.
- Attach your pleading PDF.
- Press Submit.
- Notices are generated.



E-Filing

- ❑ All documents referenced as exhibits or attachments must be submitted in electronic form, unless the Court approves traditional filing.
- ❑ Appendices, briefs, exhibits, affidavits, supplements, and volumes, etc. must be submitted as separate PDF documents.
- ❑ Exception: Proposed orders for electronically filed motions must be filed in PDF as an attachment to the motion or included with the motion.
- ❑ E-filers are encouraged to write concise but descriptive docket text.

Clearly identify attachments

Select the pdf document and any attachments.

Main Document

C:\Documents and Settings\RAMARO\ag Browse...

Enter appropriate Category and Description

Attachments

Category

Description

1. C:\Documents and Settings\RAMARO\MA Browse...

2. Browse...

Next Clear

Windows Internet Explorer



Please select a category or provide a description of attachment 1.

OK

[59](#) MOTION to Continue *Trial Setting* by Andrew Hoffman, Paul Martinez. (Attachments: # [1](#) Exhibit A - Affidavit of Kevin Kennedy, # [2](#) Exhibit B - Affidavit of Celeste Ingalls, # [3](#) Proposed Order on Plaintiff's Motion for Continuance, # [4](#) Proposed Order Appointing International Process Server)(Steele, Howard) (Entered: 05/19/2010)

Document Selection Menu

Select the document you wish to view.

Document Number: [59](#) 5 pages 19 kb

Attachment	Description		
1	Exhibit A - Affidavit of Kevin Kennedy	3 pages	50 kb
2	Exhibit B - Affidavit of Celeste Ingalls	4 pages	75 kb
3	Proposed Order on Plaintiff's Motion for Continuance	1 page	8 kb
4	Proposed Order Appointing International Process Server	1 page	8 kb

or

14 pages

158 kb



Proofread before you file it

There is a danger in recycling similar documents. Make sure the document you are filing says exactly what you meant it to say.

Grocery List

- corn
- cucumbers
- tomatoes
- lettuce
- skim milk
- fresh salmon
- flowers
- avocado
- mushrooms
- dried fruit
- crackers

butter (stick)

Eggs

Turkey or Roast Beef

Velveta Cheese

Frozen Biscuits

Beer

Popcorn

zalic Bologna

Bunn coffee filters



NYE QWIL
SHRIMPS
ROST - BEFE -
BUTER
PRETSILS
BURD FUDE
MAUL - FYLE
CHARCO LITER
FRESEK BAGS
CLENE X TP-PT
HARE SOPE
WYPES
DRIER SHETS
KONDRI SOPE
MSG
KRAKERS
SOTA POP
BIRFDAY KARD
COKS KORNER



Amended Privacy Policy and Public Access to Electronic Files (filed October 29, 2004)

The following personal information should be excluded from documents filed with the Court or redacted unless otherwise ordered by the Court:

- Social Security number. (limit to last four digits)
- Names of minor children. (use initials only)
- Dates of birth. (limit to year of birth only)
- Financial account numbers. (limit to last four digits)
- Home addresses in criminal case. (limit to city & state)

[Forgot Your Texas Western District ECF Login and/or Password?](#)

Authentication

Login:

Password:

client
code:

Login

Reset

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

<--- By checking this box, I acknowledge I have read the notice and understand that, if I file, I must comply with the redaction rules.

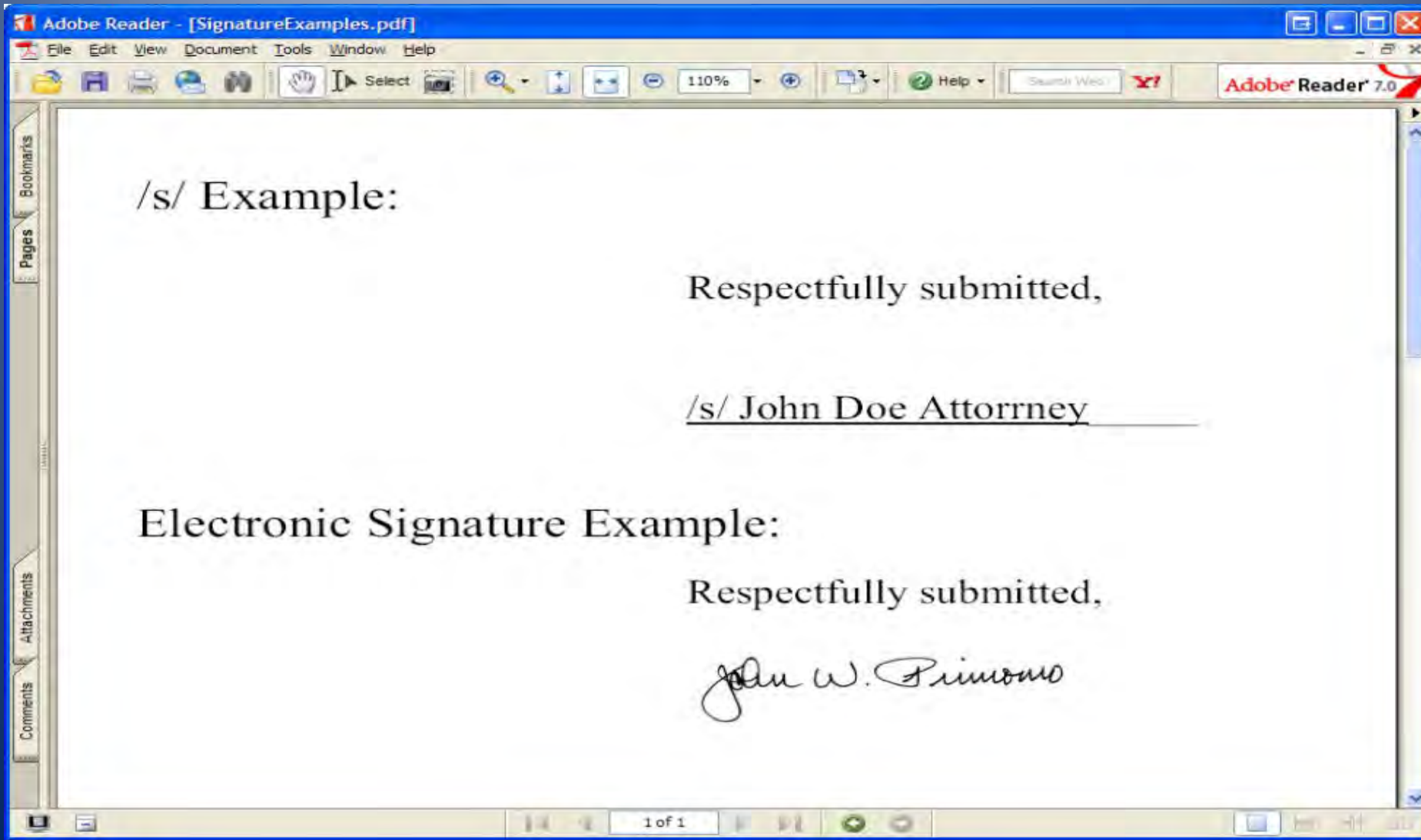


Signature Requirements

- Your login and password serves as your signature.
- Electronically filed documents must have a signature block, but you have the option of using the /s/ feature or an electronic signature image.
- Documents requiring the signatures of others must be scanned or must indicate the additional signatures using the /s/ feature.
- Defendant signatures in criminal cases must be filed in scanned PDF format.



Example Signatures





Service of Documents by Electronic Means

- The Notice of Electronic Filing (NEF) constitutes service of the electronically filed document on filing users.
- A certificate of service must be included with all filed documents.



Service of Documents by Electronic Means

(Sample Language)

CERTIFICATE OF SERVICE

I hereby certify that on the 27th day of October, 2004, I electronically filed the foregoing with the Clerk of Court using the CM/ECF system which will send notification of such filing to the following:

Jacob Smith
Attorney at Law
123 South St. Mary's Street
San Antonio, Texas 78212

and I hereby certify that I have mailed by United States Postal Service the document to the following non-CM/ECF participants:

JoAnn JoHansson
Attorney at Law
745 East Mulberry Avenue
San Antonio, Texas 78212
Attorney for James Jameson

/s/Peter Peterson

NEF

Notice of Electronic Filing

The following transaction was entered by Ruiz, James on 4/16/2010 at 2:56 PM CDT and filed on 4/16/2010

Case Name: DDB Technologies, L.L.C. v. ESPN, Inc.

Case Number: [1:10-cv-00246-JRN](#)

Filer: DDB Technologies, L.L.C.

Document Number: [8](#)

Docket Text:

MOTION to Appear Pro Hac Vice by James G. Ruiz (Paul A. Kafadar) (Filing fee \$ 25 receipt number 0542-2726981) by on behalf of DDB Technologies, L.L.C.. (Attachments: # (1) Proposed Order)(Ruiz, James)

1:10-cv-00246-JRN Notice has been electronically mailed to:

James G. Ruiz jruiz@winstead.com, dhogan@winstead.com

Leif R. Sigmond, Jr sigmond@mbhb.com

Michael D. Gannon gannon@mbhb.com, debiase@mbhb.com, kafadar@mbhb.com

Paul A. Kafadar kafadar@mbhb.com, debiase@mbhb.com

1:10-cv-00246-JRN Notice has been delivered by other means to:

Rory P. Shea
McDonnell, Boehnen, Hulbert & Berghoff LLP
303 S. Wacker Dr.
Chicago, IL 60606



Service of Documents by Electronic Means

- If an NEF is not successfully transmitted to an intended recipient, the Clerk will notify the filing user who originated the filing.
- In multi-defendant criminal cases, all filing users will receive all NEFs (except when a sealed plea agreement is filed).



Use “free looks” in PACER to create e-files of your cases

- When you receive a notice of electronic filing (NEF) identifying a document or order that’s been filed in your case, you get a “free look” at the filed document.
- Save these e-documents in a case file you create in your computer system. Having your own e-files avoids piling up PACER fees and saves copy and filing expenses for you.



Traditionally Filed Documents Not Available Electronically



Some traditionally filed documents will not be scanned by the Clerk and will not be available on the electronic docket:

- Documents including attachments and exhibits that exceed 200 unbound pages;
- Bound documents;
- Documents greater than 8.5 X 11 inches;
- Two-sided documents; and
- Illegible documents.



Sealed Documents

- Shall be filed electronically.
- NEF generated to all parties.
- No electronic access to PDF document.
- No service via CM/ECF
- Motion for leave to file is required in civil cases.



Ex Parte Documents

- May be filed electronically.
- NEF generated to filing party.
- No service via CM/ECF.
- PDF document may be accessed electronically .
- Electronically filed ex parte document will not be sealed.



ECF Demonstration

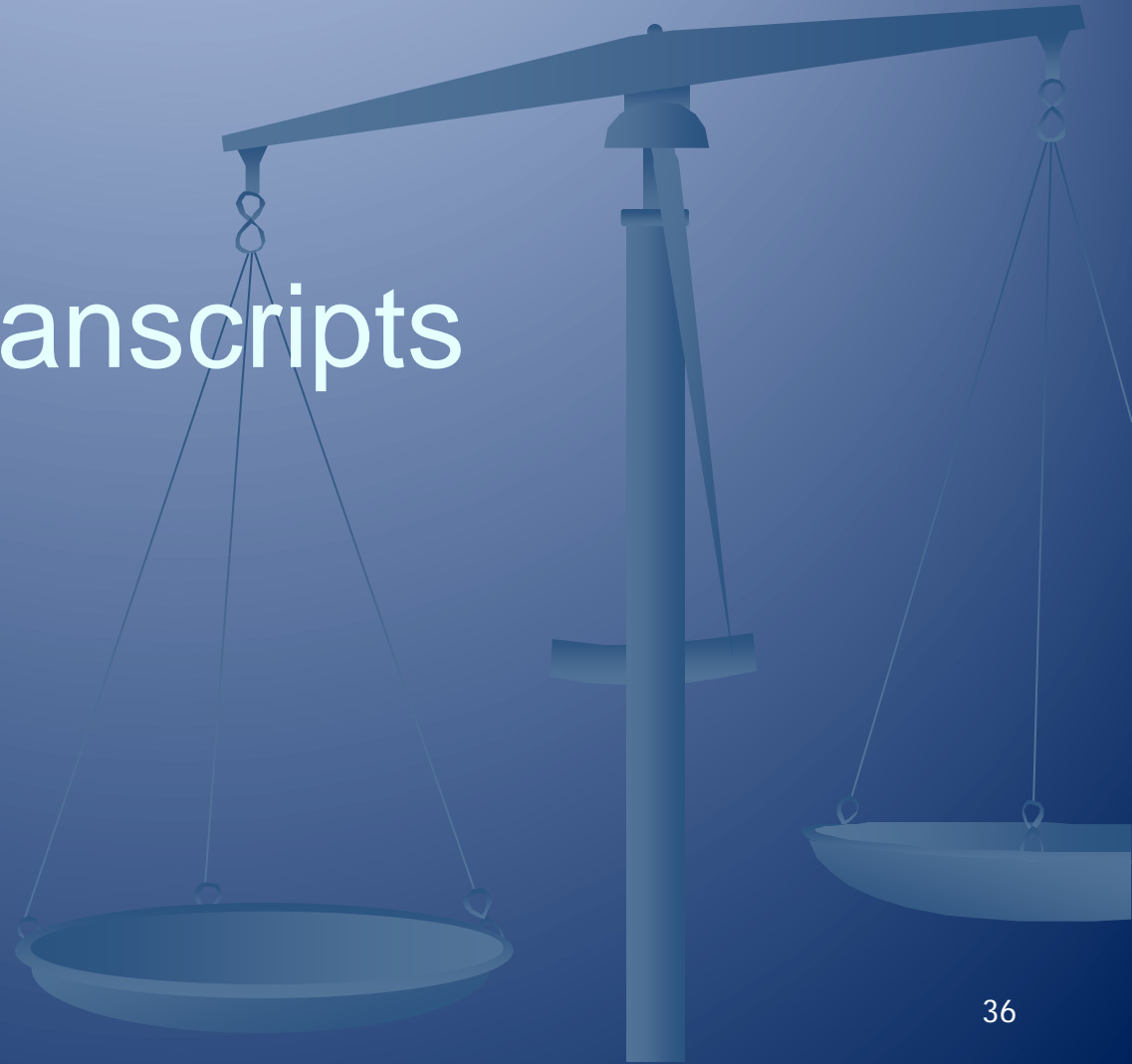




What can I do in PACER?



Transcripts



Transcript Request

Court Reporter files original transcript with the clerk and sends a copy to requesting party.

Attorneys of record will receive Notice of Electronic Filing. (There is no "free look" for transcripts.)

The court reporter will provide access to the transcript (thru PACER) for the party who purchased the transcript.

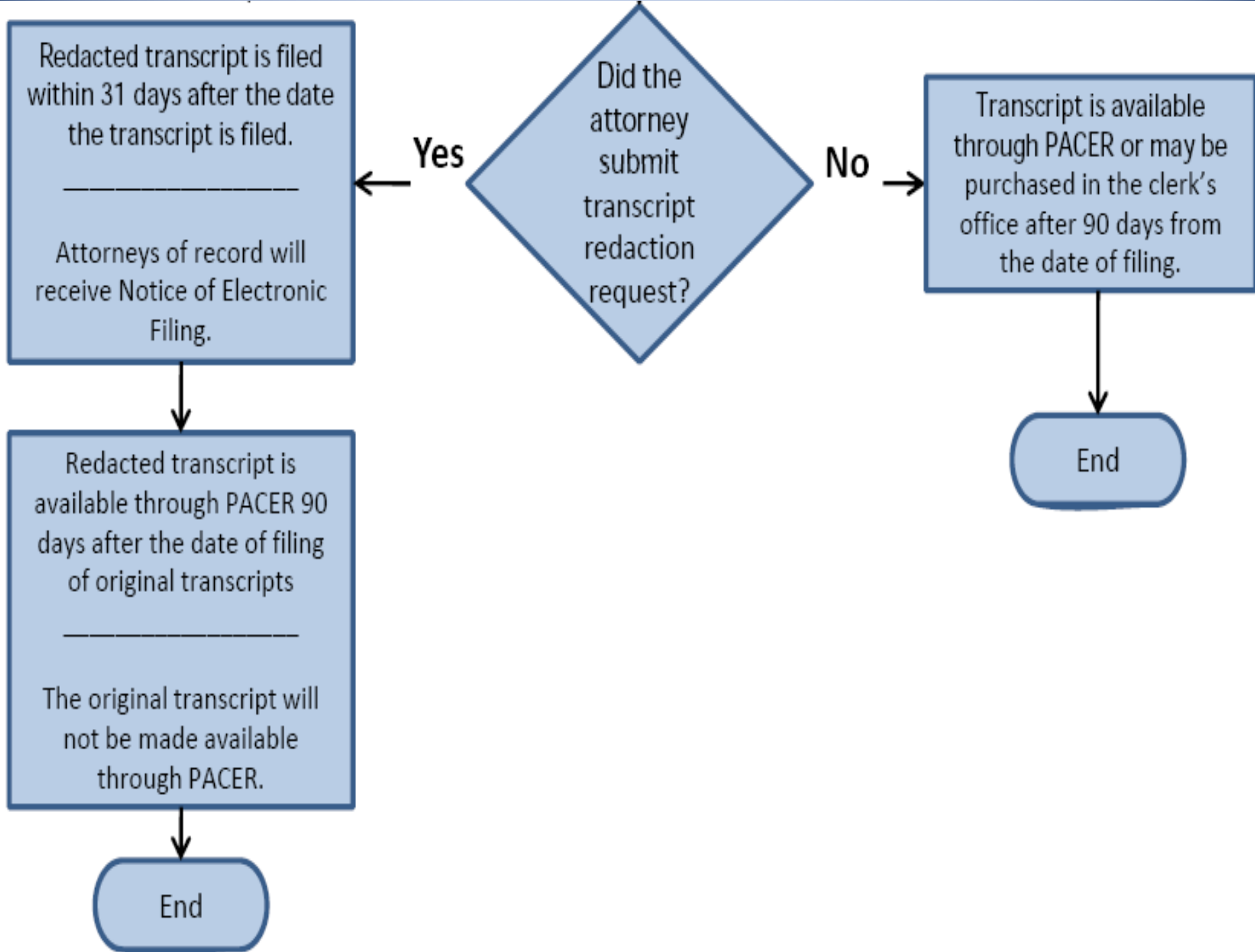
Attorneys/Parties have 21 calendar days from the date the transcript is filed to submit Transcript Redaction Request to the clerk.

- For a period of 90 days after filing, the electronic transcript is available for viewing only at the public terminals located in the clerk's office

- During this 90 day period, a copy of the transcript may be purchased only from the court reporter at the rate established by the Judicial Conference.

Notes: Only the personal identifiers listed in FED. R. CIV. P. 5.2 (a) and FED. R. CRIM. P. 49.1 (a) may be automatically redacted.

If an attorney of record would like any sensitive information other than a personal identifier to be redacted from a transcript or to be placed under seal, an order of the court is required.





Top Ten E-Filing Errors

1. No signature on main document and certificate of service.
2. Not including a proposed order with a motion that requires a proposed order.
3. No certificate of service or incomplete certificate of service.
4. Choosing the incorrect event.



Top Ten E-Filing Errors

5. Filing a pleading that has more than one event and selecting only one event from the cm/ecf system when filing the pleading.
6. Filing pleadings that should be traditionally filed.
7. Filing a pleading that has one part of it sealed and attempting to e-file the entire pleading.



Top Ten E-Filing Errors

8. Filing a motion for "Leave to File" and not including attachment.
9. Linking yourself with the opposing party or to a party you do not represent.
10. Not selecting all filers when submitting a joint filing.



If you have a question about anything, check the website first.

Most federal court websites contain loads of relevant information: current local rules, general orders, practice tips from judges, forms, links to other federal courts. The Western District of Texas website is located at: www.txwd.uscourts.gov/



Contact Information

txwd_ecf_help@txwd.uscourts.gov

Please note that you may e-file at any time, but support is only offered during these hours.

Support Hours:

Monday - Friday, 9:00 a.m. to 6:00 p.m.

Central Standard Time (excluding court holidays)

No after hours support is available.



Bankruptcy Court Contact Information

www.txwb.uscourts.gov

- Webinars
- Access to Training Database



CM/ECF Questions?



Attorney's CM/ECF Best Practices Workshop PDF Discussion Topics

United States District Court
for the
Western District of Texas

December 9, 2011

Welcome everyone to our Best Practices Workshop for CM/ECF. This particular session will primarily focus on issues related to PDF document creation, the tools available to create these PDF documents, and future trends related to PDF document creation.

During our time together, we'll also take a quick look at some tools contained within Adobe Acrobat, which is the host application used to view and/or edit PDF documents.

Before we continue on with our presentation, it is also important to note that certain products will be mentioned during our PDF overview, but in no way does the court imply a product endorsement of any type. All we can do is show you what tools we use within the Court, but these demonstrations and/or conversations related to these products or their features contained, should not be construed as an actual product endorsement.

Another item we need to mention is related to technical support of commercial off the shelf products. Again, during our presentation, we'll make mention of certain products, such as WordPerfect, Microsoft Word, Adobe Acrobat, scanning software and so forth. Due to our limited resources, the court will not be a position to offer technical support for these commercial off the shelf products.

However, if you are in a situation where you are filing something with the court in CM/ECF and have questions related to correct event selections or questions of a procedural nature, then we ask that you please contact us via the CM/ECF Help Desk at txwd_ecf_help@txwd.uscourts.gov

Unfortunately, our time together is short, so without further delay, let's get started.

PDF Discussion Topics

- Submittal of Text Searchable PDF Documents
- Converting Documents to PDF Format
 - Available Tools
- Future Trend: PDF/A File Format
 - Why? When?
 - PDF/A Compliance Levels
 - PDF/A - 1A or PDF/a - 1B?
 - Available Tools



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Our PDF Discussion Topics Will Involve:

- Submittal of Text Searchable PDF Documents
- Converting Documents to PDF Format
 - Available Tools to Create PDF Documents
- Future Trend to PDF/A File Format
 - Why? When?
 - PDF/A Compliance Levels
 - PDF/A - 1a
 - PDF/A - 1b
 - Available Tools to Create PDF/A Documents

PDF Discussion Topics

- Determining PDF Document File Size
- Reducing PDF Document File Size
- Creating Hyperlinks to Documents Located in CM/ECF
- Removal of Sensitive Content in PDF Documents (Redaction)



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Continuing with Our PDF Discussion Topics:

- Determining PDF Document File Size
- Reducing PDF Document File Size
- Creating Hyperlinks to Documents Located in CM/ECF
- Removal of Sensitive Content in PDF Documents (Redaction)

Submittal of Text Searchable PDF Documents



Why is this so important?

- Since its inception, CM/ECF has required that documents be filed in PDF format;
- Allows the ability for the court to search and/or copy text from proposed Motions, Orders, or other documents submitted to the court in CM/ECF.

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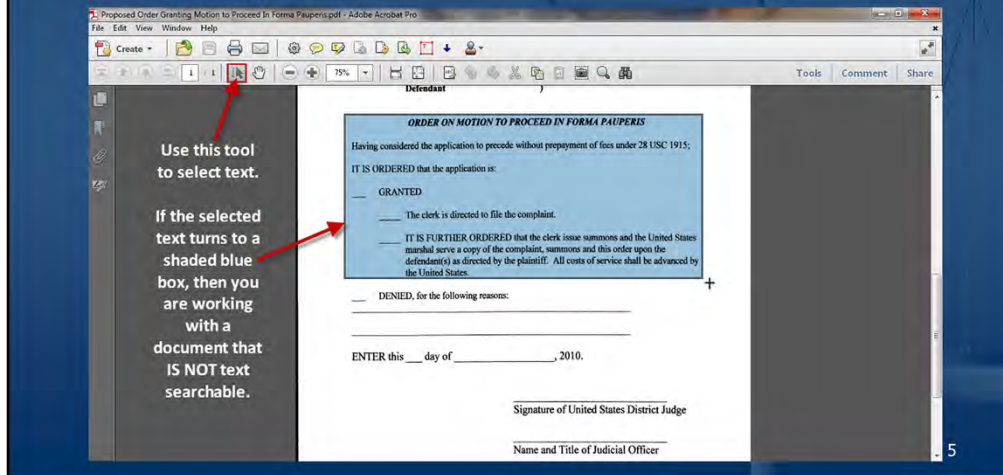
Submittal of Text Searchable PDF Documents

Why is this so important?

- Since its inception, CM/ECF has required that documents be filed in PDF format;
- The submission of Text Searchable PDF documents allows the ability for the court to search and/or copy text from proposed Motions, Orders, or other documents submitted to the court in CM/ECF.

How do I know if my PDF document is Text "Searchable" or Text "Selectable"?

- Blue box will appear when selecting text to indicate the document **IS NOT** text searchable.

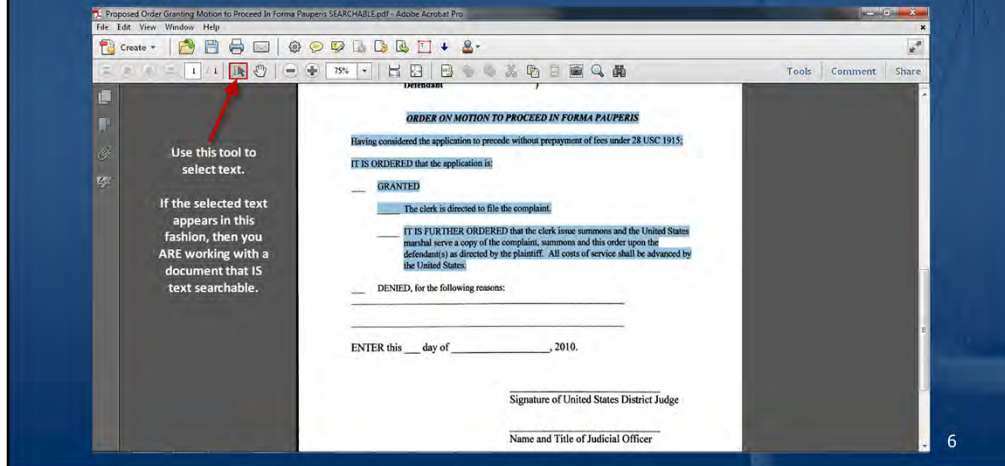


How Do I Know If My PDF Document is "Text Searchable" or "Text Selectable"?

- An oversized blue box will appear when attempting to select text;
- This an indication the PDF document **IS NOT** text searchable or selectable.

How do I know if my PDF document is Text "Searchable" or Text "Selectable"?

- When selecting text, the desired text should appear as "blocked" to indicate the document **IS** text searchable.

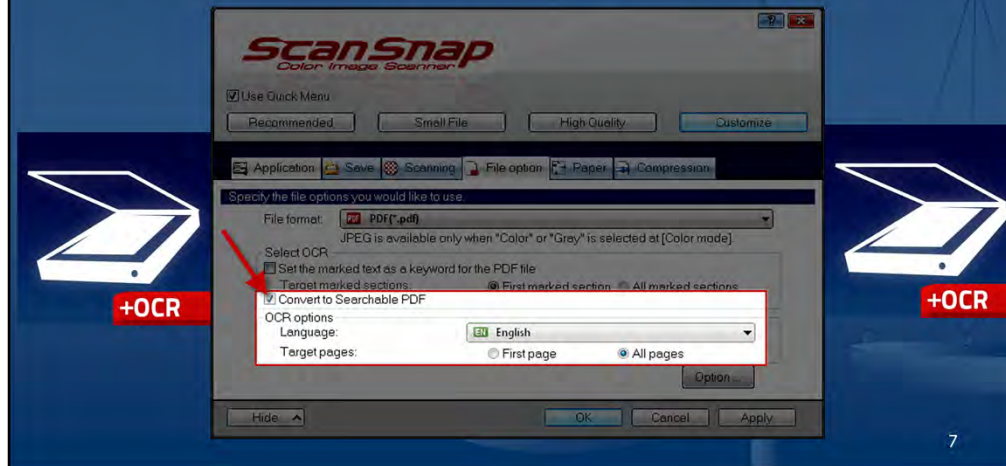


How Do I Know If My PDF Document is "Text Searchable" or "Text Selectable"?

- When selecting text, the desired text should appear as "blocked" to indicate the document **IS** text searchable or selectable.

How can we ensure the documents submitted to the court are text searchable/selectable?

- Check the OCR setting on your scanner software; may be different depending on scanner/software.



How can we ensure the documents submitted to the court are text searchable/selectable?

- Check the **OCR (Optical Character Recognition)** setting on your scanner software;
- May be different depending on scanner/software used.

Why doesn't the court require PDFs to be submitted as text searchable/selectable?

- At this time we do not require this, but as we move to future versions of CM/ECF, this capability for PDF documents submitted to the court as text searchable/selectable will become a requirement at that time.

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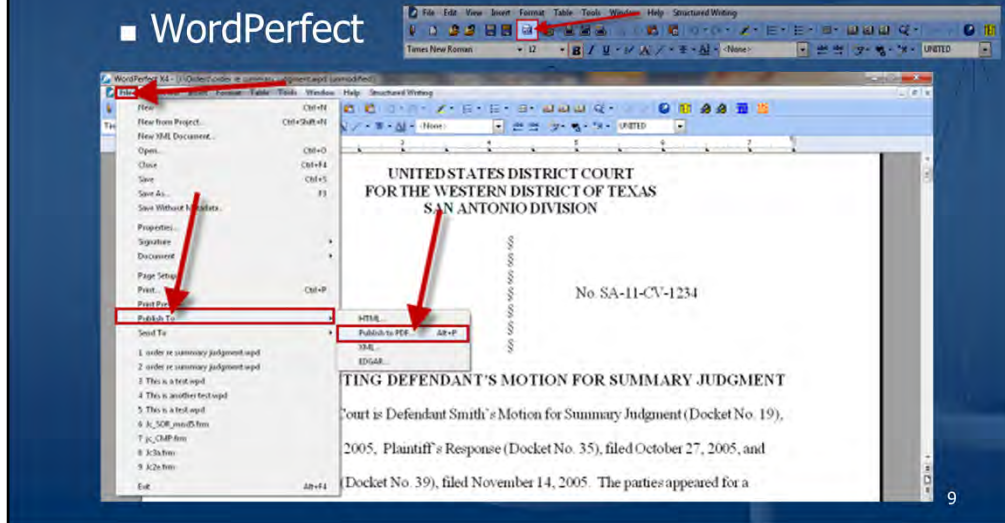
Why doesn't the court require PDFs to be submitted as text searchable/selectable?

- At this time we do not require this, but as we move to future versions of CM/ECF, this capability for PDF documents submitted to the court as text searchable/selectable will become a requirement at that time.

PDF Document Creation

Available Tools

- WordPerfect



Let's discuss the topic of **PDF Document Creation**.

Within the court, we use **WordPerfect**, since this is the official word processor for the U.S. Courts.

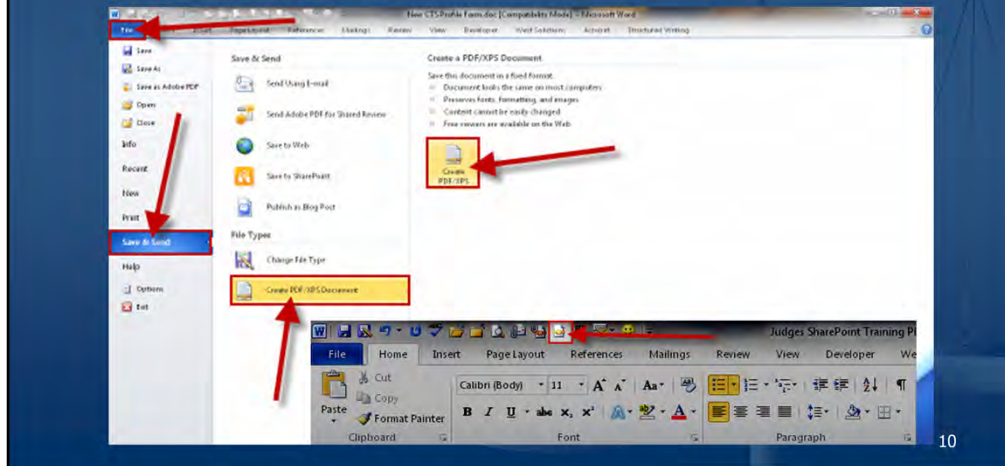
In WordPerfect, the ability to **Publish to PDF** is located within the **File** drop down menu as shown here.

For convenience, a **toolbar button** to **Publish to PDF** can be setup on the WordPerfect toolbar.

PDF Document Creation

Available Tools

■ Microsoft Word



For those of you using Microsoft Word, this word processor also has the ability to create PDF documents.

As illustrated here from Microsoft Word 2010, click the **File** tab, and then select **Send & Save**.

Select **Create PDF/XPS Document**, and then select **Create PDF/XPS**.

Also, for your convenience, a toolbar button for this feature can also be added to your **Quick Access Toolbar**.

PDF/A File Format

What is PDF/A?

- PDF/A is an International Standards Organization (ISO) standard document format;
- Developed to provide specifications for creation, viewing, and printing of PDF documents and to enable long-term preservation of electronic documents.

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Our next discussion topic will address a future trend in PDF document standards, which is referred to as a **PDF/A** file format, which is an **International Standards Organization (ISO)** standard document format.

It was developed to provide specifications for creation, viewing, and printing of PDF documents and to enable long-term preservation of electronic documents.

Why does the court need to move to PDF/A for its CM/ECF documents?

- Over the years, PDF has had many features added to it, and some of those features have created security risks;
- To improve the ability to archive PDF documents for future viewing.

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Why does the court need to move to PDF/A for its CM/ECF documents?

- Over the years, PDF has had many features added to it and some of those features have created security risks;
- To improve the ability to archive PDF documents for future viewing.

When will the court require that all documents filed in CM/ECF be in PDF/A format?

- Currently, no deadline has been set. This will be a topic for discussion for the court over the next coming months;
- Courts are currently in the planning stages for a transition to PDF/A;
- Under current plans, each court will decide when it is ready to enforce the requirement.

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When will the court require that all documents filed in CM/ECF be in PDF/A format?

- Currently, no deadline has been set. This will be a topic of discussion for the court over the next coming months;
- Federal courts are currently in the planning stages for a transition to PDF/A;
- Under current plans, each court will decide when it is ready to enforce the requirement depending on the version of CM/ECF they are using.

At the very least, it would behoove each of you to begin a discovery within your respective organizations to see if the tools you currently use for document creation have the ability to create PDF/A compliant documents.

Characteristics of a PDF/A File

Self-contained

- Everything needed to render or print a PDF/A file must be contained within the file;
- This includes all visible content like text, raster images, vector graphics, fonts, color information, and much more;
- Also means that a wide range of external content references are disallowed, including audio and video content, JavaScript, and executable files.

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Continuing with the PDF/A File Format, let's delve a little further to discuss the **characteristics** of a PDF/A file.

First of all, it is **Self Contained**:

- Everything needed to render or print a PDF/A file must be contained within the file;
- This includes all visible content like text, raster images, vector graphics, fonts, color information, and much more;
- Also means that a wide range of external content references are disallowed, including audio and video content, JavaScript, and executable files.

Characteristics of a PDF/A File

Self-documenting

- PDF/A promotes the use of metadata, enhancing the document by providing information about the document itself;
- This metadata also provides recommendations for documenting file attributes - such as file identifier, file provenance, and font metadata.

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The PDF/A file is also **Self-documenting**:

- PDF/A promotes the use of **metadata** by enhancing the document to provide information about the document itself;
- This metadata also provides recommendations for documenting file attributes - such as file identifier, file provenance, and font metadata.

Characteristics of a PDF/A File

Unrestricted

- PDF/A prohibits encryption so that a compliant PDF/A file must open and be made available to anyone or any software that processes that file;
- User IDs and/or passwords cannot be embedded. Access control is typically managed outside the file format by a content or records management system.

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The PDF/A file is also **Unrestricted**:

- PDF/A prohibits encryption so that a compliant PDF/A file must open and be made available to anyone or any software that processes that file;
- User IDs and/or passwords cannot be embedded. Access control is typically managed outside the file format by a content or records management system.

Characteristics of a PDF/A File

Hyperlinks

- Hyperlinks may or may not work in a PDF/A document, depending on how it was created;
- Hyperlinks are preserved in PDF/A documents produced by the "Save As" method in Microsoft Word 2007/2010; the "PDFMaker" method in Microsoft Word 2007/2010;
- With other PDF production methods, such as WordPerfect, the PDF/A document will include underlined words that appear to be hyperlinks, but clicking them will have no effect.

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A word of caution:

We would also like to take an opportunity to make you aware that use of **hyperlinks** in your documents may produce some unexpected results when publishing to PDF, specifically when specifying the new **PDF/A** attribute.

Hyperlinks are preserved in PDF/A documents by using the "**Save As**" method in Microsoft Word 2007/2010 and when using the **PDFMaker** method in Microsoft Word 2007/2010.

With other PDF production methods, such as WordPerfect, the PDF/A document will include underlined words that appear to be hyperlinks, but clicking them will have no effect.

Characteristics of a PDF/A File

Two levels of compliance

- The lowest level, **PDF/A-1b**, meets all minimum core requirements, helping to ensure reliable reproduction of the visual appearance of a document.
- This specification is often applied to scanned images and preexisting PDF files that are converted to PDF/A.

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There are also 2 levels of compliance regarding the new PDF/A file format:

- The **lowest** level, **PDF/A-1b**, meets all minimum core requirements, helping to ensure reliable reproduction of the visual appearance of a document;
- This specification is often applied to scanned images and preexisting PDF files that are converted to PDF/A.

Characteristics of a PDF/A File

Two levels of compliance (*cont.*)

- The higher level, **PDF/A-1a**, requires a document structure called "tags" that provides an underlying structure for the document content and facilitates searching, repurposing of content, and accessibility for people with disabilities such as blindness;
- This higher level specification can also be applied to documents captured directly from applications like WordPerfect or Microsoft Word that create document structure during the authoring process.

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There are also 2 levels of compliance regarding the new PDF/A file format (*cont.*):

- The **higher** level, **PDF/A-1a**, requires a document structure called "tags" that provides an underlying structure for the document content and facilitates searching, repurposing of content, and accessibility for people with disabilities such as blindness;
- This higher level specification can also be applied to documents captured directly from applications like WordPerfect or Microsoft Word that create document structure during the authoring process.

How Do I Create a PDF/A File?

While the Administrative Office of the U.S. Courts does not recommend any particular product:

- There are over 90 commercial products that can create PDF/A documents;
<http://www.pdfa.org/products/?c=250>
- Common word processors such as WordPerfect or Microsoft Word can also create PDF/A compliant documents;
- Adobe Acrobat also contains this type of functionality.

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So, the big question is: How do I create a PDF/A file?

The Administrative Office of the U.S. Courts does not recommend any particular products.

There are over 90 commercial off the shelf products that can create PDF/A documents. A list of some of these products can be accessed at:

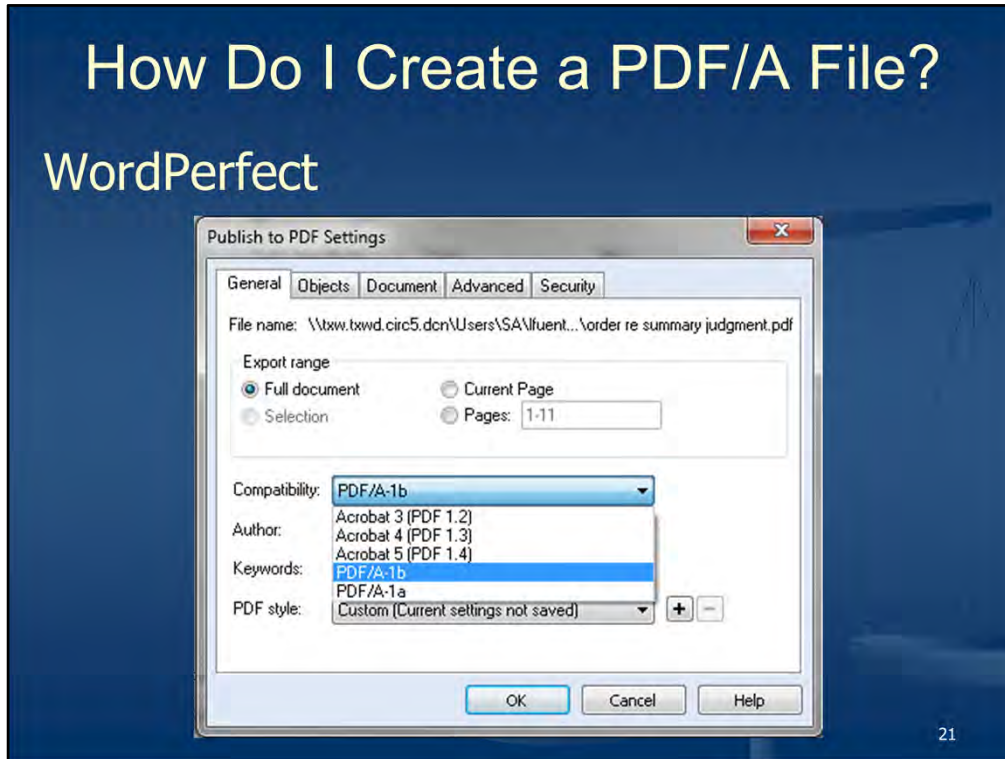
<http://www.pdfa.org/products/?c=250>

Also, common word processors such as WordPerfect or Microsoft Word and even the various scanners and their respective software can also create PDF/A compliant documents.

Adobe Acrobat also contains this same type of functionality.

How Do I Create a PDF/A File?

WordPerfect



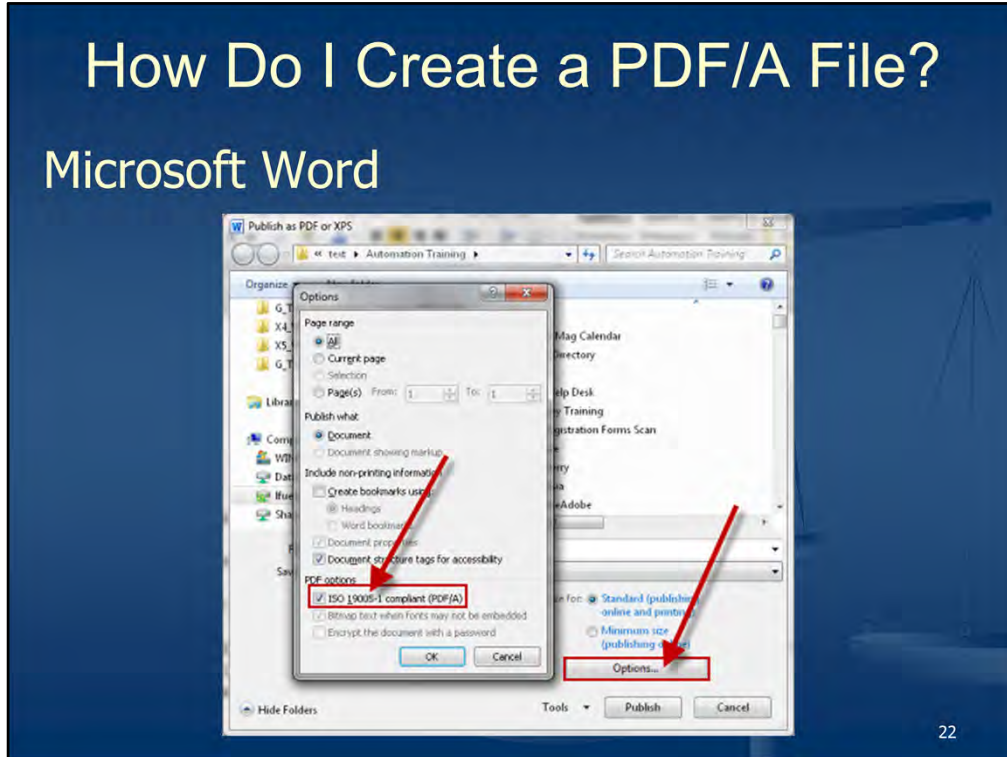
As shown on our slide here, in WordPerfect, you can publish a PDF document and also be able to specify the PDF/A, along with the level of PDF/A compliance (**1a** or **1b**).

This setting in WordPerfect is located at the **Publish to PDF** screen by way of the **Settings** button. When you click the **Settings** button, these PDF/A options are contained within the **Compatibility** drop down list.

As recommended by the Administrative Office of the U.S. Courts, the acceptable level of PDF/A compliance that meets the minimum core requirements is **PDF/A-1b**.

How Do I Create a PDF/A File?

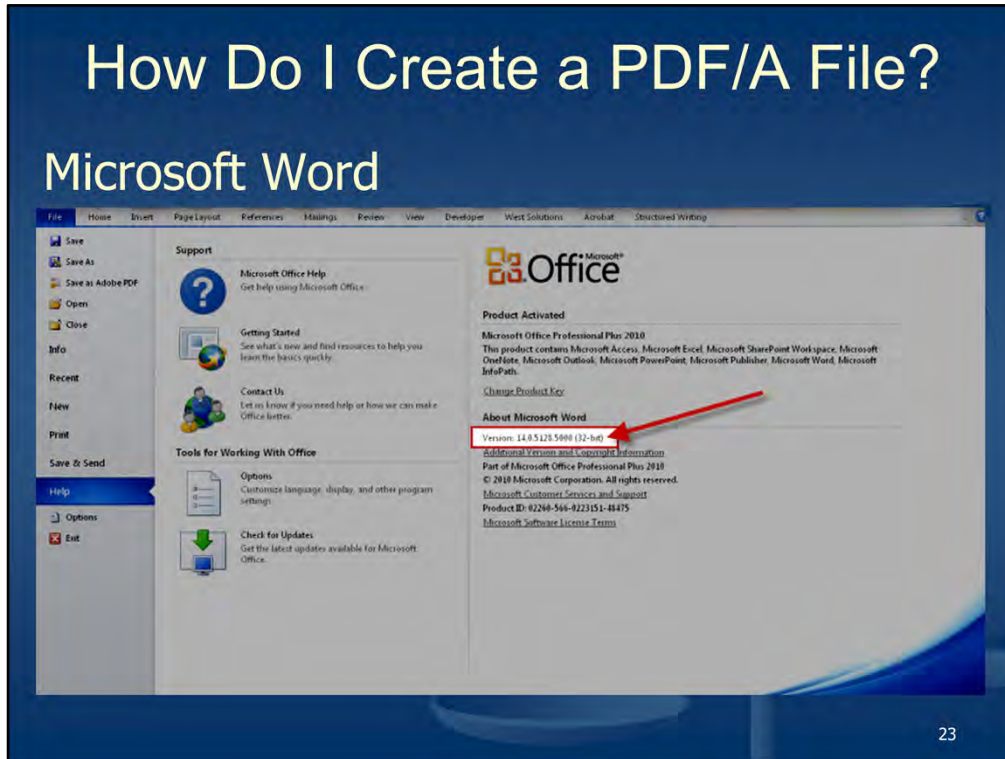
Microsoft Word



In Microsoft Word, this operates slightly different from WordPerfect in that you'll only have to specify that you're publishing the PDF file as a PDF/A compliant file.

How Do I Create a PDF/A File?

Microsoft Word



As shown here in Microsoft Word 2010, the level of PDF/A compliance (**1a** or **1b**) is determined by the “**build version**” of MS Word 2010 running on your PC. This build version is determined by the presence of a **Service Pack 1** installed on your PC for MS Office.

In the example shown here, the build version for MS Word 2010 is **14.0.5128.5000**. This particular build version number reflects **NOT** having the Service Pack 1 installed. Since the Service Pack 1 **is not** installed, any PDF documents published with the PDF/A designation would automatically be published with a **PDF/A-1b** compliance level.

How Do I Create a PDF/A File?

Microsoft Word 2010



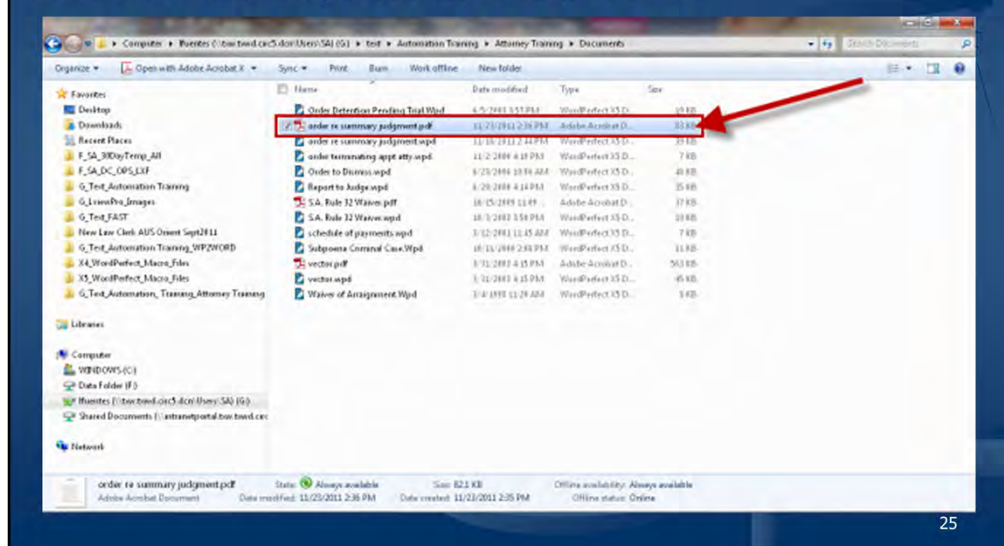
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If the MS Office Service Pack **IS** installed, then the build version will be similar to **14.0.6023.1000** as shown on here, and PDF documents published with the PDF/A designation would automatically be published with a **PDF/A-1a** compliance level.

Note: The build version for **Microsoft Word 2007** should be **12.0.6606.1000** to indicate the presence of **Service Pack 3** for MS Office 2007. Once Service Pack 3 is installed, MS Word 2007 will have the ability to create a **PDF/A-1b** compliance level.

Determining PDF Document File Size

Use Windows Explorer in Details Mode



As stated in our Administrative document for e-filing in CM/ECF, there is a **5.0 MB** limitation on documents e-filed with the court (per document).

Internally, we are discussing the concept raising that 5.0 MB ceiling to **10 MB per document**. However, at this time, this ceiling or limitation for documents e-filed in CM/ECF is **5.0 MB**.

You can use **Windows Explorer** in **Details** mode to determine document file size.

Please note, the number of pages of a document to be e-filed **does not** equate to the total file size.

Reducing PDF Document File Size

Suggestions:

- Ensure scanner is set to scan in black/white (not in grayscale or in color);
- Scanning resolution set to 300 x 300 dpi;
- Use /S/ when signing documents instead of affixing graphic signature image.

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/S/

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TX State Bar No. 12345

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Suggested practices to reduce the PDF document file size:

- documents e-filed with Ensure your scanner is set to scan in **black/white** - not in grayscale or in color;
- Your scanning resolution should be set to 300 x 300;
- Try using the **/S/** when signing documents instead of affixing graphic signature image on the signature line.

Creating Hyperlinks to Documents Located in CM/ECF

- A hyperlink is a “reference” to data or information that a reader can directly follow or be directed to.

2 Types of Hyperlinks:

- When a hyperlink is “masked” the full address of the referenced information is not written out; ex: [TXWD Public Web Site](#)
- When a hyperlink is “unmasked” the full address is visible to the user such as <http://www.uscourts.gov>

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Creating Hyperlinks to Documents Located in CM/ECF

A hyperlink is a “reference” to data or information that a reader can directly follow or be directed to.

When a document with active masked hyperlink is displayed, clicking that link will direct the user to the referenced document or site as specified within the masked hyperlink. For example in [TXWD Public Web Site](#).

When a hyperlink is “unmasked” the full address is visible to the user such as <http://www.uscourts.gov>

Creating Hyperlinks to Documents Located in CM/ECF

- Documents filed in CM/ECF can also contain hyperlinks to direct a reader to other documents of similar interest that are contained within CM/ECF.
- To do this, locate the target document in CM/ECF that you wish to direct the reader to.



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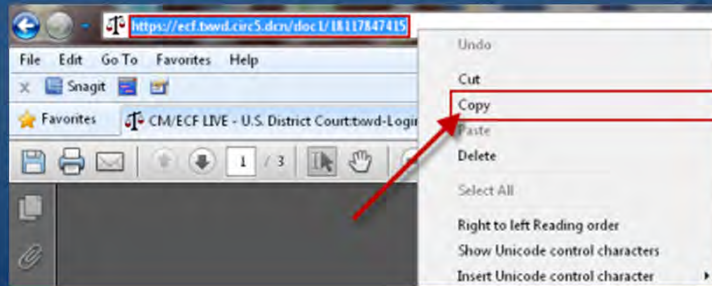
Creating Hyperlinks to Documents Located in CM/ECF

Documents filed in CM/ECF can also contain hyperlinks to direct a reader to other documents of similar interest that are contained within CM/ECF.

To do this, you will first need to locate the target document in CM/ECF that you wish to direct the reader to and open it.

Creating Hyperlinks to Documents Located in CM/ECF

- Once opened in CM/ECF, copy the document's URL (address) from the browser window.



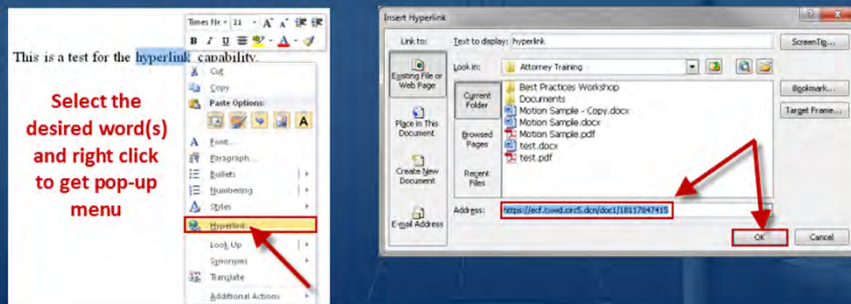
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Creating Hyperlinks to Documents Located in CM/ECF

Once you have the document opened in CM/ECF, copy the document's URL (address) from the browser window.

Creating Hyperlinks to Documents Located in CM/ECF

- Next, in your working document, paste the copied URL (address) into the document as a masked or unmasked hyperlink.



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Creating Hyperlinks to Documents Located in CM/ECF

Next, in your working document, paste the copied URL (address) into the document.

In your working document, select the desired word(s) to add the hyperlink to, and then right click to receive a pop up menu and select **Hyperlink**.

At the **Insert Hyperlink** menu, right-click and **Paste** the copied URL into the **Address** field.

Click **OK** when finished.

Removal of Sensitive Content in PDF Documents

- Redaction is the process of permanently removing visible text and graphics from a document.
- For this purpose, you can use Adobe Acrobat's Redaction tools to remove sensitive content, such as names, addresses, social security numbers, information regarding minors, etc.
- In place of the removed items, you can have redaction marks that appear as colored boxes.

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Removal of Sensitive Content in PDF Documents

Redaction is the process of permanently removing visible text and graphics from a document. For this purpose, you can use Adobe Acrobat's Redaction tools to remove sensitive content, such as names, addresses, social security numbers, information regarding minors, etc. In place of the removed items, you can have redaction marks that appear as colored boxes.

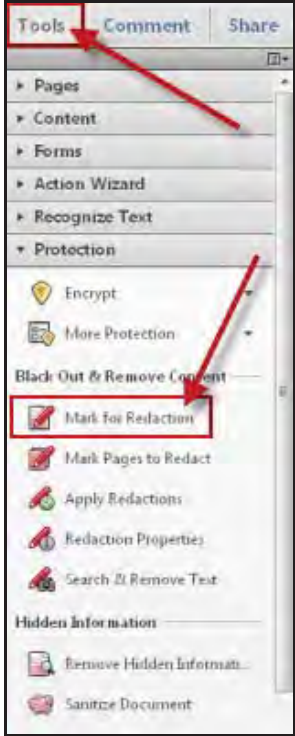
Removing Sensitive Content in PDF Documents

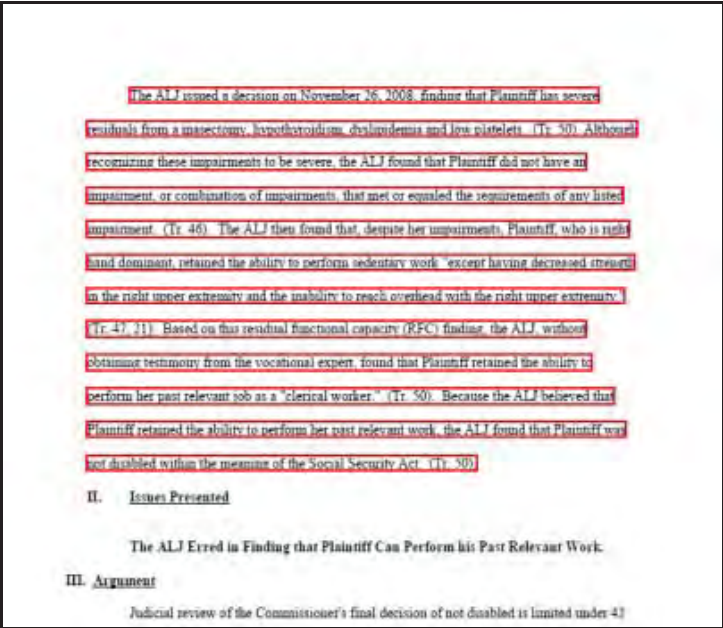
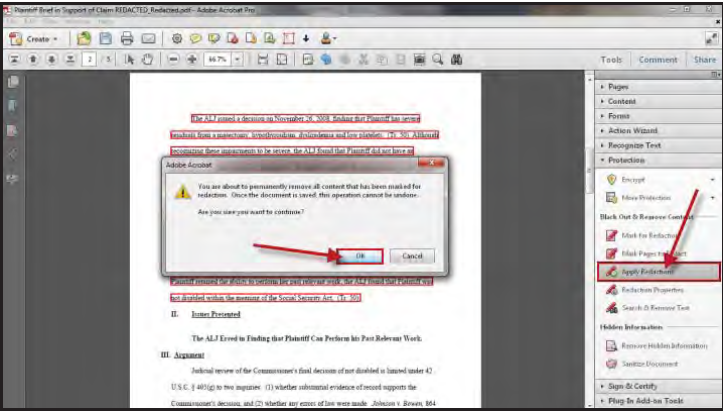
Before you distribute a PDF, you may want to examine the document for any sensitive content or private authoring information as such information can be hidden or not immediately apparent. For example, if you created the PDF, the document **metadata** normally lists your name as the author.


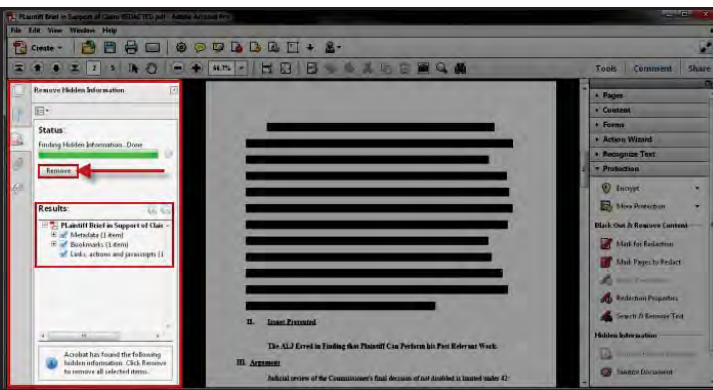
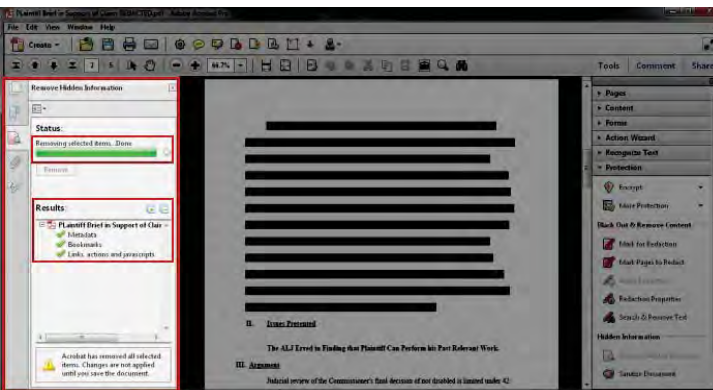
You may also want to remove content that can inadvertently change and modify the document's appearance. JavaScript, certain actions, and form fields are types of content that are subject to change.

Redaction is the process of permanently removing visible text and graphics from a document. For this purpose, you can use Adobe Acrobat's Redaction tools to remove sensitive content, such as names, addresses, social security numbers, information regarding minors, etc. In place of the removed items, you can have redaction marks that appear as colored boxes.

To redact sensitive content:

Step	Action
1. Save the document with a different filename to ensure you have an original AND a redacted copy.	
2. From the Tools pallet in Adobe Acrobat X, click: <ul style="list-style-type: none">• Tools• Protection• Mark for Redaction	 A screenshot of the Adobe Acrobat X Tools palette. The 'Tools' tab is selected and highlighted with a red box. A red arrow points from the 'Tools' tab to the 'Mark for Redaction' option, which is also highlighted with a red box. Other options visible include 'Pages', 'Content', 'Forms', 'Action Wizard', 'Recognize Text', 'Protection' (with sub-options 'Encrypt' and 'More Protection'), 'Black Out & Remove Content', 'Mark Pages to Redact', 'Apply Redactions', 'Redaction Properties', 'Search & Remove Text', 'Hidden Information', 'Remove Hidden Information', and 'Sanitize Document'.

Step	Action
<p>3. Begin marking items you wish to remove by doing any of the following:</p> <ul style="list-style-type: none"> • Double-click to select a word or an image • Drag to select a line or block of text • Press Ctrl on your keyboard as you drag to select an entire area of a page <p>When you select the text, it will be displayed with red border surrounding the selected text.</p>	
<p>4. Click the Apply Redactions tool located in the Protection tools pallet.</p> <p>When you do this, you will be presented with a message “You are about to permanently remove all content that has been marked for redaction. Once the document is saved, this operation cannot be undone. Are you sure you want to continue?”</p> <p>Click OK to continue.</p>	

Step	Action
<p>5. You will then be presented with a subsequent message “Redactions have been successfully applied. Would you like to also find and remove hidden information in your document?”</p> <p>Click Yes to continue.</p> <p>Note: As a preference, you can check the box to “Always perform the selected action” as your default if you wish to perform a search for hidden information contained in future PDF documents.</p>	 <p>The screenshot shows an Adobe Acrobat dialog box with a question mark icon. The text reads: "Redactions have been successfully applied. Would you like to also find and remove hidden information in your document?". Below the text is a checkbox labeled "Always perform the selected action" which is currently unchecked. To the right of the checkbox are two buttons: "Yes" and "No". A red arrow points to the "Yes" button. The background of the dialog shows a document page with redacted text and section headers like "II. Issues Presented" and "III. Argument".</p>
<p>6. When finished searching, any hidden information detected will be presented within the Results section of the Remove Hidden Information window pane.</p> <p>Click Remove to remove this hidden information.</p>	 <p>The screenshot shows the Adobe Acrobat interface with the "Remove Hidden Information" pane open on the left. The "Status" section shows "Finding Hidden Information: Done" with a green progress bar. Below it, the "Results" section lists "Plaintiff Brief in Support of Class of Metadata (1 item)", "Bookmarks (1 item)", and "Links, actions and paragraphs (1)". A red arrow points to the "Remove" button in the "Results" section. The main document area shows redacted text and section headers.</p>
<p>7. When completed, the Status will indicate the “Removing selected items...Done.”</p> <p>In the Results section, you will also see a green check mark located to the left of each hidden item that was initially detected that was removed during this process.</p> <p>Save and close the redacted file.</p>	 <p>The screenshot shows the Adobe Acrobat interface with the "Remove Hidden Information" pane open. The "Status" section now shows "Removing selected items...Done" with a green progress bar. The "Results" section shows the same items as in the previous screenshot, but each item now has a green checkmark to its left, indicating they have been successfully removed. A red box highlights the "Remove" button and the checkmarks. The main document area shows redacted text and section headers.</p>



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txwd_ecf_help@txwd.uscourts.gov