

All documents should be completed and prepared before logging into the eFile system.

## Formatting

**Page Orientation** – The document layout shall be in the upright vertical position (“portrait”) when viewed.

**Margins** – There must be a 1” margin at the top of every page of the document.

**Fonts** – Use standard fonts such as Times New Roman or Arial.

**Color** – Documents should be created in black and white. Color should only be used when it is essential to the case.

**Document Size** – A document is limited to the following size.

- District Court = 20 MB (megabytes)
- Appellate Court = 150 MB

A document that exceeds the file size must be divided into sections and filed in separate submissions, with a note in the Additional Text field indicating “Part X of Y.”

File size increases dramatically when color or images are included. Most courts will reject a submission if images are larger than 1 MB per page.

**Submission size** – A submission may be made up of one or more documents, as long as the total size does not exceed the size limit.

## Document Content

**Signature** – Any filing requiring a signature must be signed with an actual signature (ink on paper and then scanned), an electronic signature (the symbol “/s/” and a typed name), or a digitized signature per rule 16.305. Documents requiring an oath, affirmation, verification, acknowledgement, or notarization cannot be signed electronically per rule 16.305(3).

The following information about the person signing the filing, if applicable, must be typewritten or printed under the person’s signature.

/s/Name  
Law Firm or Filing Agent’s Entity (if applicable)  
Mailing Address  
Phone Number  
Email Address

**Protected Information** – When protected information is required by law to be included or is material to the case, you shall redact the protected information in your document. See [Protecting Personal Information](#)

Protected information is:

- Social security numbers
- Financial account numbers
- Dates of birth
- Names of minor children
- Individual taxpayer identification numbers
- Personal identification numbers
- Other unique identifying numbers
- Confidential information as defined in rule 16.201

## Creating a PDF

All documents should be converted to a PDF before filing.

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**Exception:** A Proposed Document must be filed in a Microsoft Word editable format. For more information, see rule 16.409.

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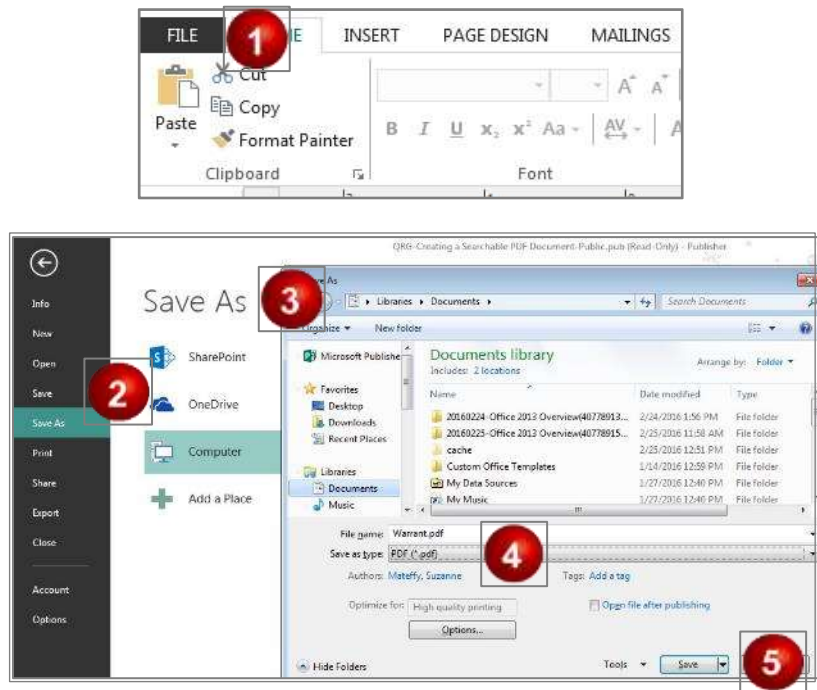
### Option 1: Use File → Save As

1. From your open Word or Excel document, click **File**.
2. Click **Save As**.
3. Browse to your file location.
4. Select **PDF** from the Save as type dropdown menu.
5. Click **Save**.

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**Note:** Steps 3 and 4 may be reversed in older versions of Microsoft Office.

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**Option 2: Use File → Print**

1. From your open Word or Excel document, click **File**.
2. Click **Print**.
3. Select your PDF printer.
4. Click **Print**.



**Option 3: Using a scanner**

When paper documents need to be included with a case – such as a copy of a contract, a copy of a bounced check, or some other item – they must be scanned before they can be filed.

**Resolution** –Scanner resolution should be set to 200 dpi.

**Color** – Scan in black and white unless color is essential to the case. Color increases the file size increases dramatically. Most courts will reject a submission if images are larger than 1 MB per page.

Black-and-white scans with the resolution set to 200 dpi create pages that are 25-40 KB in size.

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**Note:** Each courthouse has a PC with a scanner for public use. Also, check with your local library.

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This information is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.