

FORMATTING DOCUMENTS FOR ELECTRONIC FILING

www.utcourts.gov/efiling/docs/RTF_Pointers_Sheet.pdf

July 30, 2013

The court is aware of formatting issues with documents submitted via electronic filing. The following will help you format documents to display properly upon filing and after signature. Here are e-filing-friendly document templates:

- Microsoft Word 2007: <https://www.utcourts.gov/efiling/docs/WordTemplate2007.docx>
- WordPerfect 5X: <https://www.utcourts.gov/efiling/docs/WordPerfectTemplate5X.wpd>

HEADER and TOP MARGIN

Courts have moved the electronic signature to the top of page one of each order. Information included as a header will interfere with the electronic signature placement. Do not include header information. The top margin must comply with UCJA Rule 10 (2 inches) to allow space for the electronic signature.

NAME BLOCK and CAPTION

- Captions formatted using spaces or tabs display poorly when electronically signed.
- Format captions in a 2-cell table with no nested tables.
- Don't merge rows. (*The court signing application inserts blank rows after merged rows.*)
- Use a single space style in your caption and name block

DOCUMENT BODY

| | |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General | <ul style="list-style-type: none">• Don't rely on spaces or tabs to format. Extra spaces and tabs are often removed when the document is electronically signed.• Don't justify or right align text. Centering text is acceptable.• Don't use images anywhere in your document. This includes scanned pdf's. |
| Type Faces | Recommended type faces are Times, Times New Roman, and Arial. Don't use other type faces. |
| Symbols | Do not use Wingdings or symbols such as § or © in a document that must be signed. |
| Numbered Lists | If you use a list within a numbered list, the numbering may display erratically. (The "parent list" starts numbering at 1 again after the "child list".) To avoid this possibility, you should convert your numbered lists to text. Instructions to convert numbered lists to text in MS Word are available at: https://www.utcourts.gov/efiling/numberedlists.html |
| Using Tables | <ul style="list-style-type: none">• Use single spacing for text in tables.• Adjust the width of the <u>cells</u> to format text.• Don't adjust the outside width of the table. (Your table should be the width of your document to the margins by default.)• Centering text in tables or showing table borders does not negatively affect the electronically filed document. |
| Section and Page Breaks | Use section and page breaks sparingly. Section and page breaks may cause more blank space in your document than you intended. |

SIGNATURES

If a document requires your signature, use the /s/ Your Name format. If a document requires another's signature, use the /s/ Filer Name with permission of Other Filer Name format. Do not paste an image of your signature into the document.

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AUTOMATIC REJECTION of EFILED RTF and PDF DOCUMENTS

Certain conditions within a RTF or PDF document will cause the document to be rejected during initial stages of processing before they are docketed as proposed and reviewed by court personnel.

The reject messages and the conditions that cause them are:

RTF file is invalid. Don't rename file suffix; use Save as RTF.

Renaming a Word “.doc”, Word Perfect “.wpd” or a file with any other extension to change the extension to “.rtf” does not create a document in RTF format. Only having the document open in an editor and performing a “save as” and selecting the RTF format will create a “.rtf” document that can be efiled.

PDF file is invalid. Don't rename file suffix; use Save as PDF.

Renaming a Word “.doc”, Word Perfect “.wpd” or a file with any other extension to change the extension to “.pdf” does not create a document in PDF format. Only having the document open in an editor and performing a “save as” and selecting the PDF format will create a “.pdf” document that can be efiled.

Form fields must be converted to plain text.

If you create documents using forms in which you add case specific information like the date or case number into a template, the data is being entered into ‘form fields’. In some programs, these form fields appear in gray. Documents with form fields cannot be electronically filed. The data entered into form fields must be converted to plain text before the document can be efiled.

RTF documents with form fields display the ‘field name’ rather than the data that was entered into the field. PDF documents with form fields don't display the data entered into the field correctly. Below are instructions to convert form fields to plain text.

Microsoft Word RTF files:

- Select all the text (CTRL+A)
- Press Ctrl+Shift+F9
- Save the rtf document

PDF files:

- Install PDF Creator (or some other PDF management application that provides printer functionality)
- Open the PDF Form in your PDF reader
- “Print” to the printer “PDF Creator”
- Save the “print” file to a new file name
- efile the new “printed” PDF file

Only RTF and PDF are accepted.

Don't submit a file for efilng in “.doc”, “.wpd” or any other format other than “.rtf” or “.pdf”. If a file is submitted for efilng in ANY format other than ‘.rtf’ or ‘.pdf’, they will be rejected.

PDF file properties/security cannot be protected.

Password protecting, certifying, or placing any security on a “.pdf” file renders it invalid for processing by the efilng system. Don't Password protect, certify, or apply other security to a “.pdf” that is to be efiled.