

## **Rule 5005-13 DOCUMENT FORMAT AND QUALITY**

(a) All documents filed through the CM/ECF System shall be in a Portable Document Format (“PDF”).

(b) All documents created by the Filing User shall be:

- (1) on 8.5" by 11" paper;
- (2) sequentially page numbered;
- (3) sequentially paragraph numbered except as to briefs;
- (4) created in a font size no smaller than 12 Courier or an equivalent font size, including footnotes; and
- (5) converted directly to PDF format using the word processing software (i.e., shall not be scanned into PDF format).

(c) Only documents not created by the filing party (e.g., lease agreements, mortgages, etc.) may be scanned into PDF format. Scanned documents shall be legible, properly aligned, and free of water marks or other marks caused by poorly maintained scanning equipment or text from other pages bleeding through the page.

(d) All PDF documents filed through the CM/ECF System shall be flattened and fully text-searchable.