Retention Requirements

A document that is electronically filed and requires an original signature other than that of the Filing User must be maintained in paper form by counsel and/or the firm representing the party on whose behalf the document was filed until one year after all periods for appeals expire. The United States Attorney shall retain such papers in criminal cases, including all papers with defendant's original signature. On request of the court, said counsel must provide the original document for review.

Preparation
Setting Up Adobe Acrobat PDF Reader

A Filing User must install Adobe's Acrobat or Acrobat Reader in order to view documents that have been electronically filed with the clerk's office. A Filing User must have the ability to convert electronic files from their native word processing application format to Portable Document Format (PDF/A). All new documents prepared for ECF cases must be converted to PDF/A before entering them into ECF or transmitting them to the court. After installing these products, review and follow Adobe's directions for using Acrobat or Acrobat Reader.

Portable Document Format (PDF/A)

Only documents in PDF/A format may be filed with the court using its ECF System. Before sending the file to the court, users should preview the actual PDF/A document to ensure it is complete and in the proper format.

PDF/A is a document format that was established in 2005 and is standardized by the International Standards Organization (as ISO-19005). An improvement over the PDF format, it will allow for long-term archiving of electronic documents by storing font, graphics, color and other information internally within each document. This will make the PDF/A document relatively self-sufficient.
Our CM/ECF system effective January 1, 2012, it will permit only PDF/A's.
A PDF/A may be created from within Adobe, Microsoft Word, and from a document being scanned. See the appropriate section below.

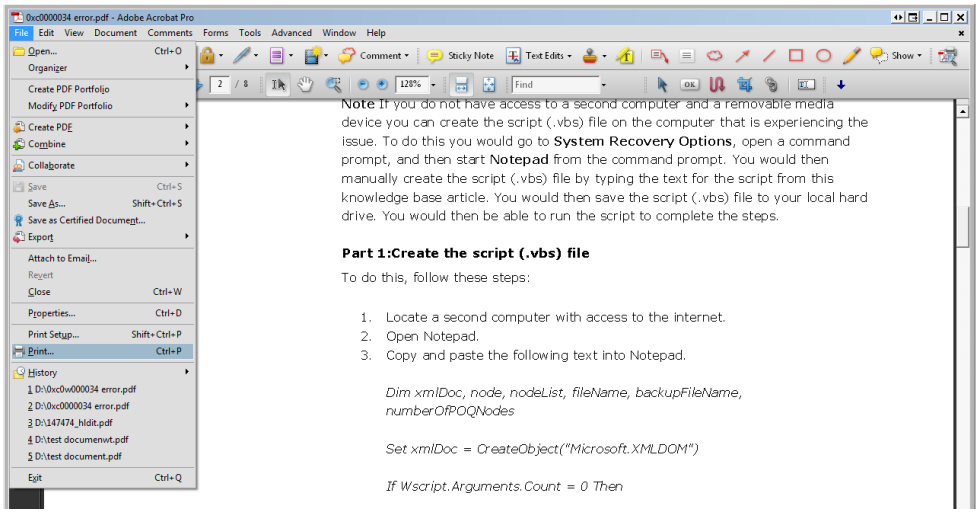
Viewing a PDF/A Document

- Open Adobe Acrobat or Acrobat Reader.
- Select **[File]** on the menu bar and choose **[Open]** from the drop-down window.
- Click on the location and file name of the PDF/A document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send.
- If the displayed document is larger than the screen or contains more than one page, use the scroll bars and buttons to move about within the document.
- Click on the ***View*** menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

Converting Electronic Documents to PDF/A Format

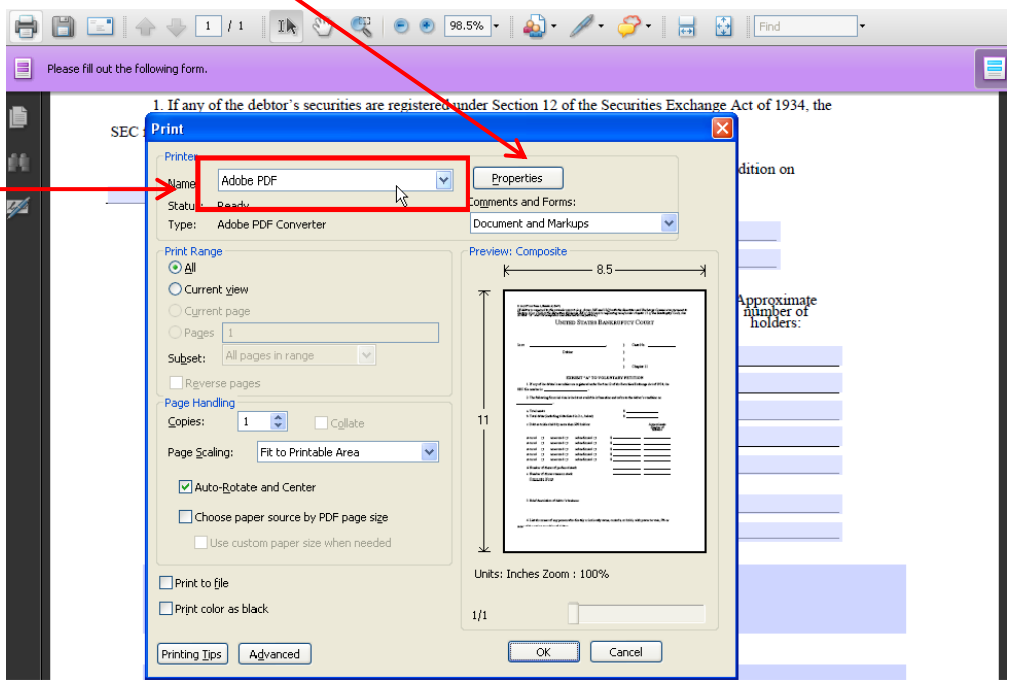
Creating a PDF/A with Adobe

1. Your document may already be an ordinary PDF. To begin the PDF/A creation process, from the toolbar, select **File > Print…**

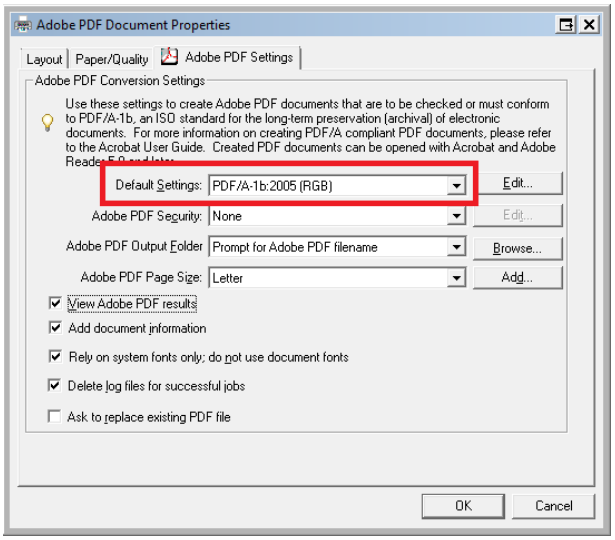


2. In the drop down list of printers, next to "Name", select "Adobe PDF".

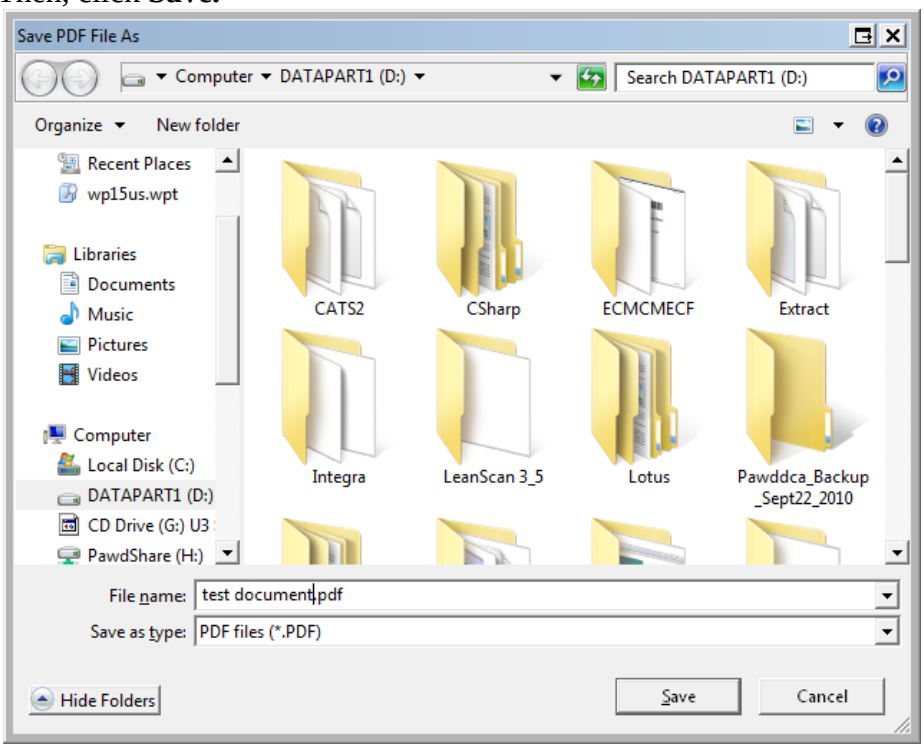
3. Click the **"Properties"** button to the right of the selection you just made for "Adobe PDF".



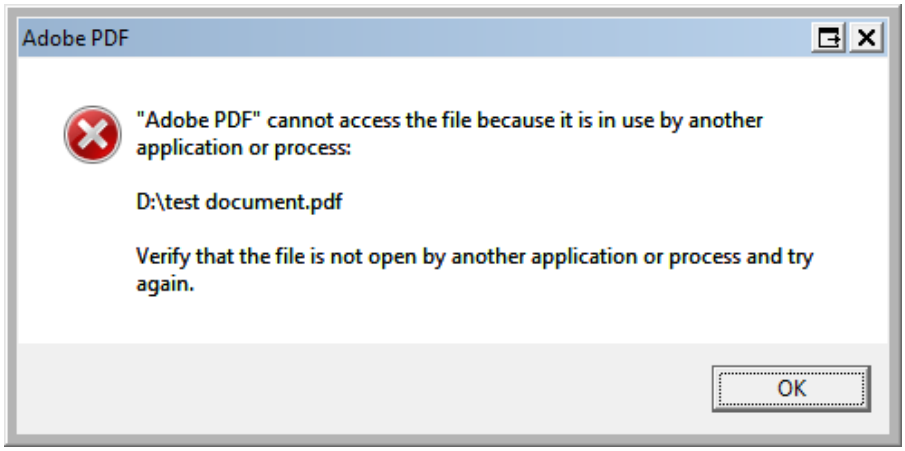
4. When the "**Adobe PDF Document Properties**" window appears, on the "**Adobe PDF Settings**" tab, select the "**PDF/A-1b:2005 (RGB)**" option from the "Default Settings" drop-down. Click **OK**. When you return to the "Print" window, click **OK** one last time.



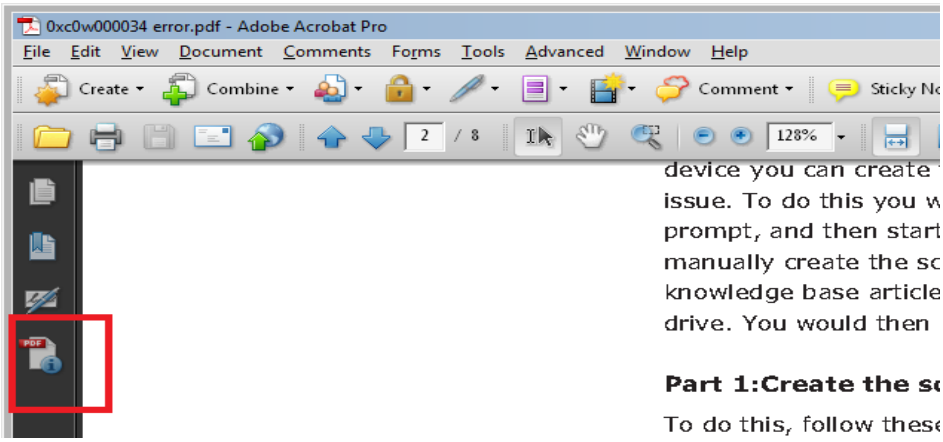
5. You will now see the "Save PDF File As" window. Enter in the file name and choose a location to save your file. Then, click **Save.**



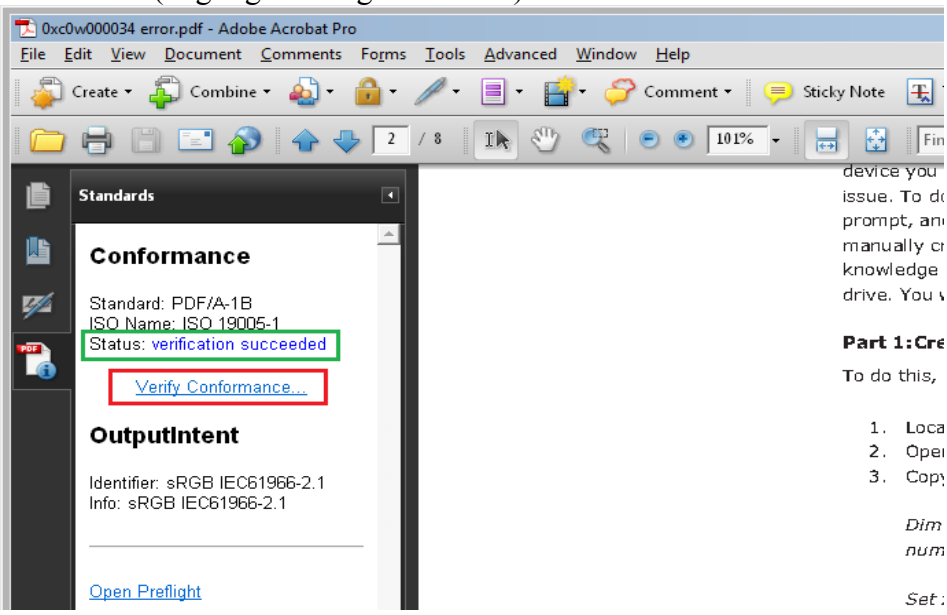
If the source document is already a PDF and you are using the same file name as the original document, you will be warned that the original file is in use and cannot be over written. (PDF/A documents use the same **pdf** file extension.) If this does occur, give the newly created PDF/A file a different name in the "File name" box. See the image below.



6. If your PDF/A has been converted successfully, you will see the "Standards" icon in the adobe sidebar to the left of the document

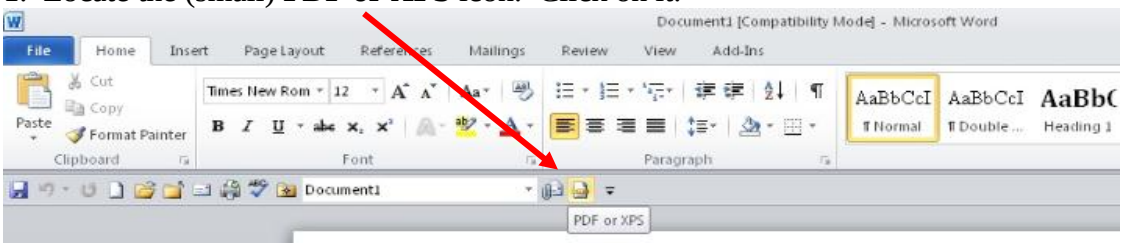


7. Click the "Standards" icon to expand the "Standards" window. Click the "Verify Conformance" link (Highlighted in red below). If the conversion was good, you will see "Verification Succeeded" next to status. (Highlighted in green below)

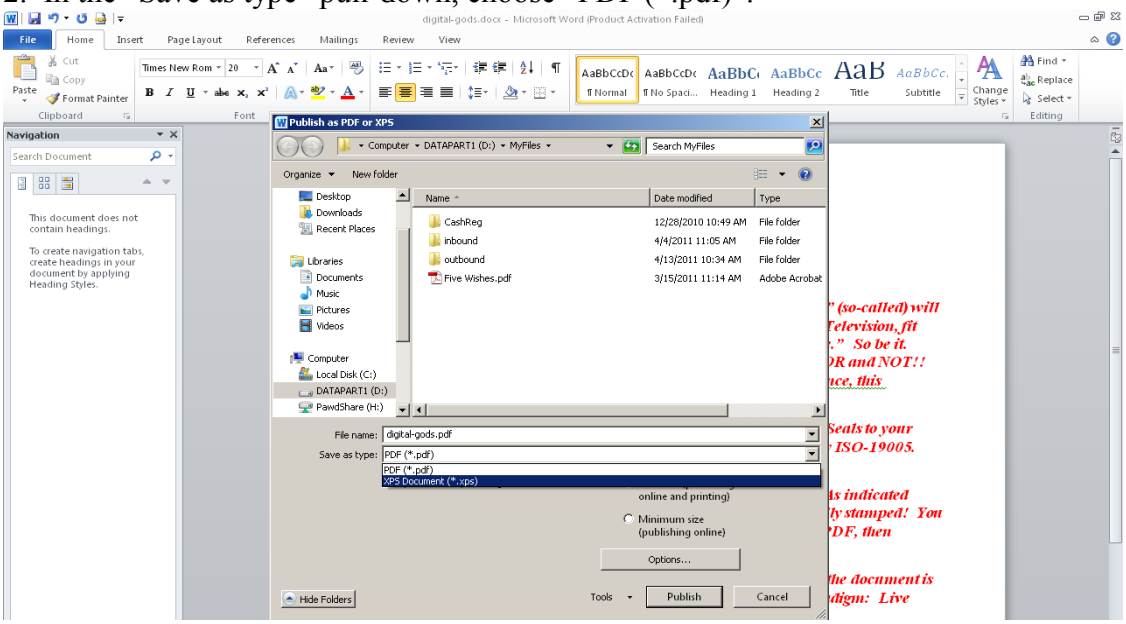


Creating a PDF/A with Microsoft Word

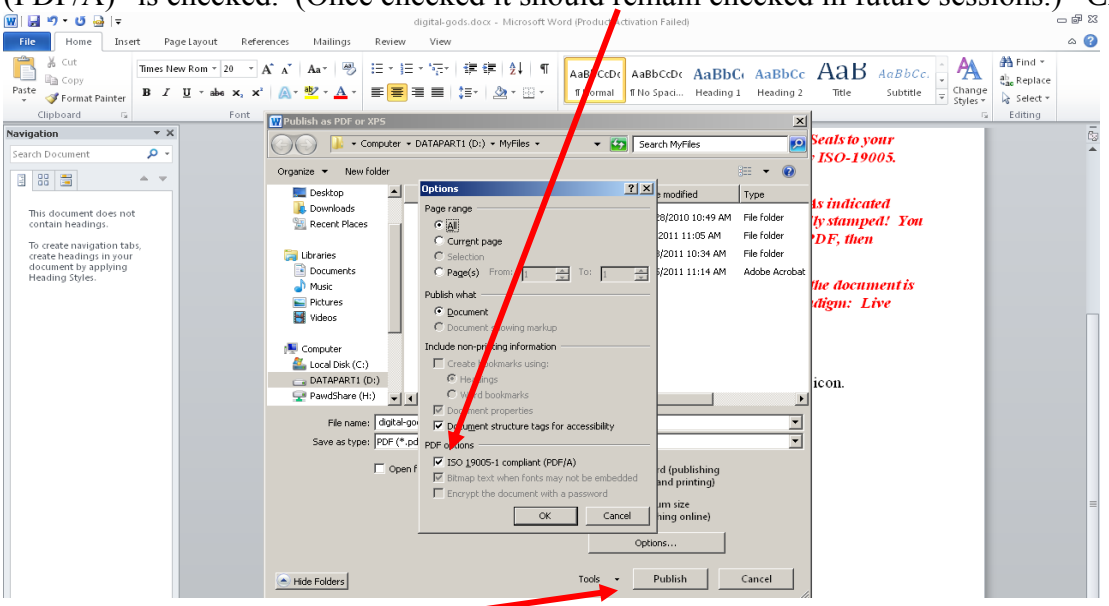
1. Locate the (small) **PDF or XPS** icon. Click on it.



2. In the "Save as type" pull-down, choose "PDF (*.pdf)".



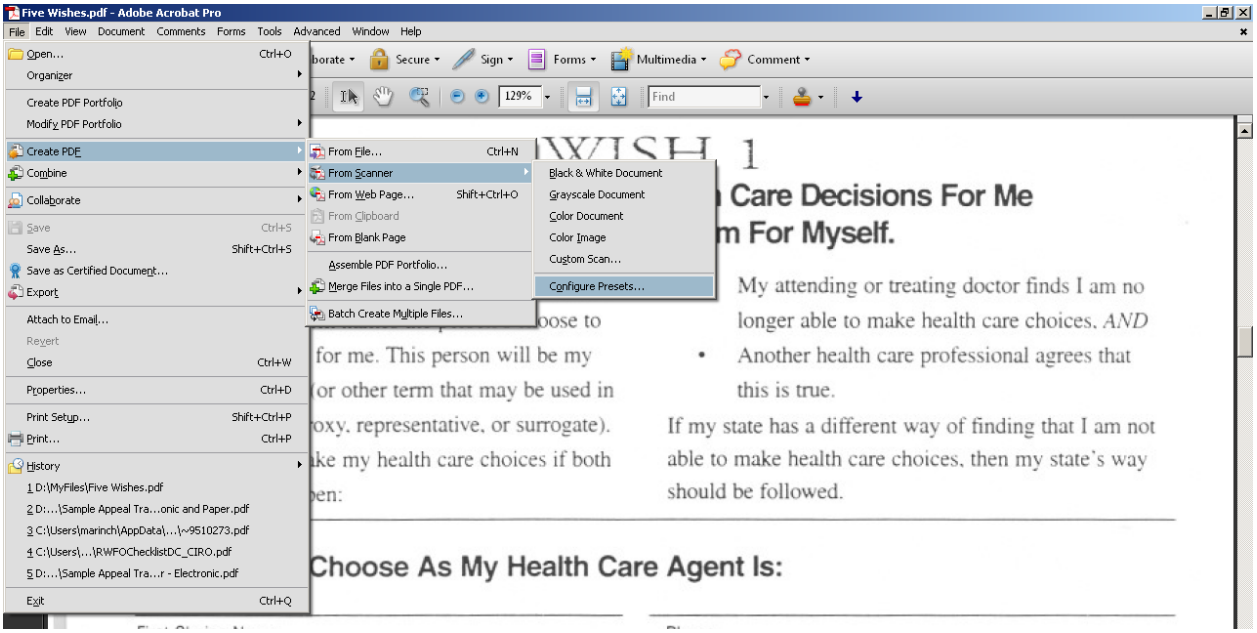
3. Click on the **Options…** box. Near the bottom, ensure that the box for "ISO-19005 compliant (PDF/A)" is checked. (Once checked it should remain checked in future sessions.) Click **OK** .



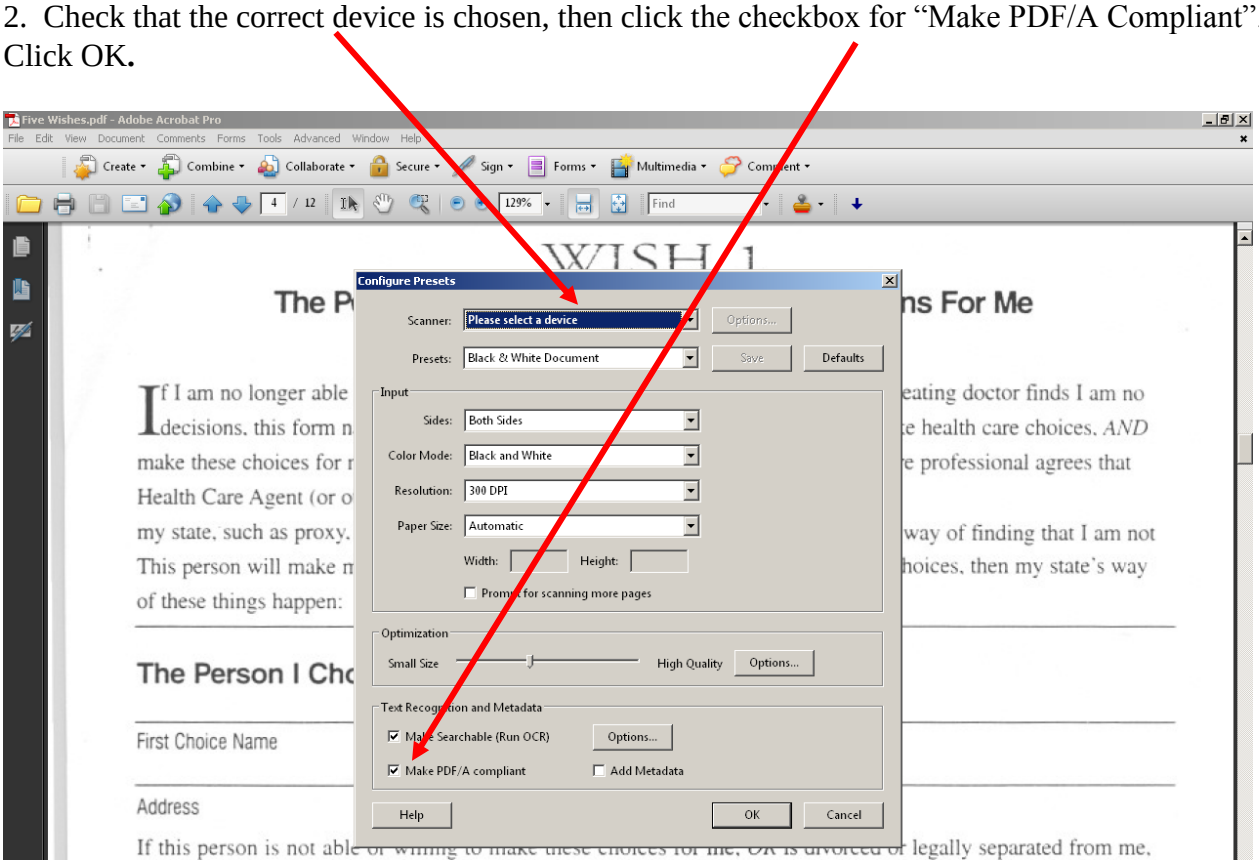
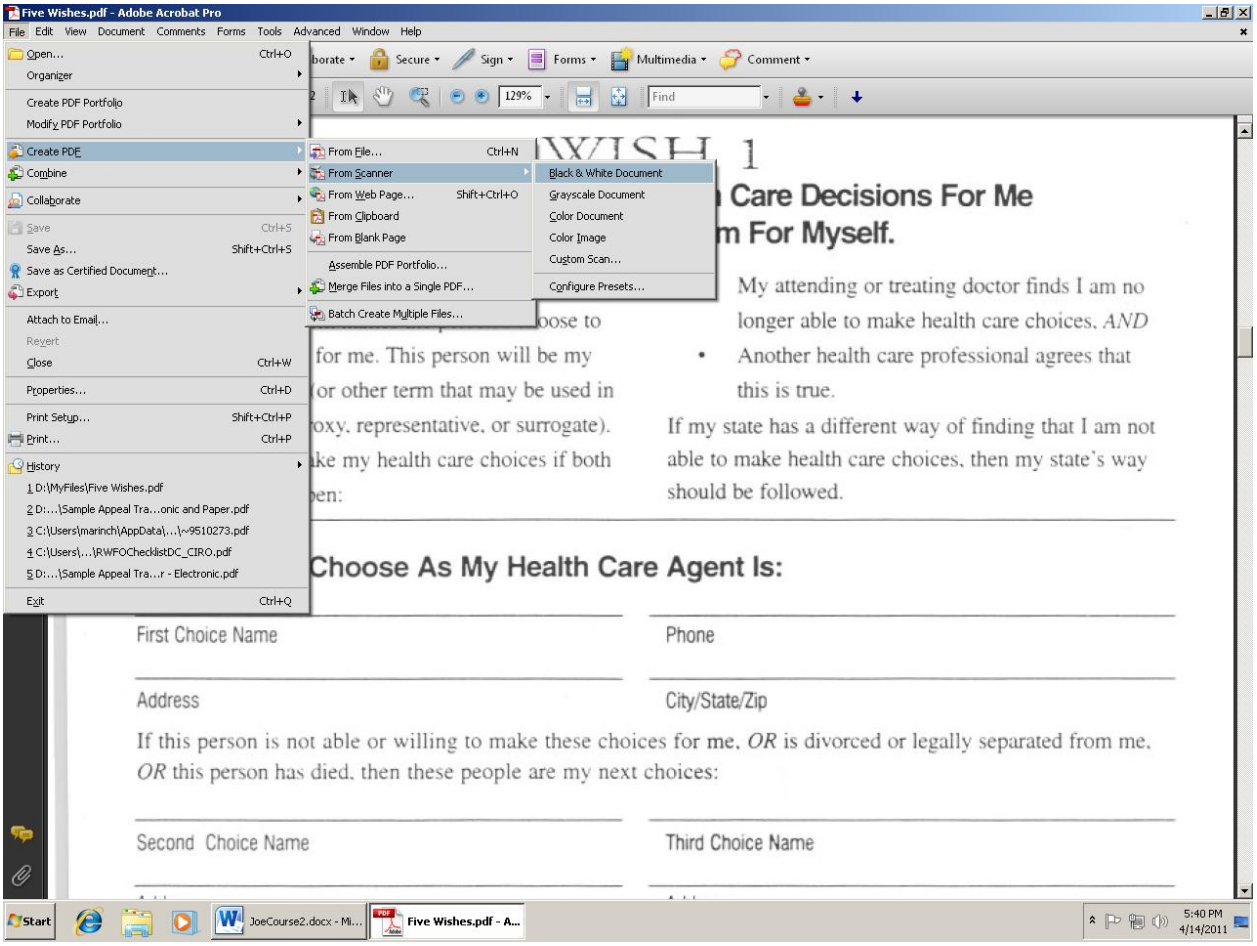
4. Click **Publish** button. A PDF/A will be created in folder and name indicated.

Creating a PDF/A from a Scanned Document Using Adobe.

1. Inside Adobe Acrobat choose File → **Create PDF** → **From Scanner** → **Configure Presets.**



2. Check that the correct device is chosen, then click the checkbox for "Make PDF/A Compliant". Click OK**.**



3. To produce the PDF/A again select File → **Create PDF** → **From Scanner.** Then select the type of document.