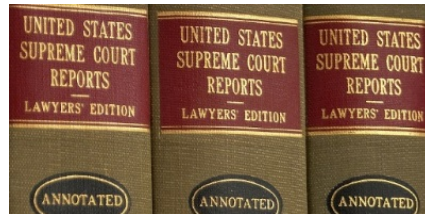




**SUFFOLK ACADEMY OF LAW**  
*The Educational Arm of the Suffolk County Bar Association*  
**560 Wheeler Road, Hauppauge, NY 11788**  
**(631) 234-5588**



## **“You Can Do That?” THE POWER OF PDFs**

### **FACULTY**

**Christopher J. DelliCarpini**  
**Sullivan Papain Block McGrath Coffinas & Cannavo P.C.**

**July 20, 2021**  
**Suffolk County Bar Association, New York**

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*“The opinions, beliefs and viewpoints expressed herein are those of the authors and do not necessarily reflect the official policy, position or opinion of the Suffolk County Bar Association, Suffolk Academy of Law, their i Board of Directors or any of their members”*



**Christopher J. DelliCarpini** is an attorney with Sullivan Papain Block McGrath Coffinas & Cannavo P.C. in Garden City, representing personal injury plaintiffs on appeal and sharing PDF tips with his colleagues at every opportunity. Before joining the firm, he practiced for ten years with The DelliCarpini Law Firm in Melville and Garden City, where he honed his PDF skills running a paperless office and e-filing whenever permitted. He is a frequent lecturer with the Nassau Academy of Law; a contributor to *Nassau Lawyer*, the journal of the Nassau County Bar Association; and Chair of the NCBA Medical-Legal Committee. He is a graduate of the University of Notre Dame and Columbia School of Law.

## **“You Can Do That?” The Power of PDFs**

Christopher J. DelliCarpini

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*To maintain the requisite knowledge and skill, a lawyer should . . . keep abreast of the benefits and risks associated with technology the lawyer uses to provide services to clients or to store or transmit confidential information . . .*

—NYRPC Rule 1.1, Comment 8

### **PDF Feats That You Can Do (With A Little Practice)**

1. Create a PDF from a word-processing document
2. Add a signature
3. Scan a paper document to PDF
4. Make a scanned PDF text-searchable
5. Add text
6. Insert one PDF into another
7. Set the initial view
8. Save in PDF/A format
9. Create and edit bookmarks
10. Create and edit hyperlinks
11. Add comments
12. Combine PDFs
13. Rearrange, delete, and insert pages
14. Add page numbers
15. Add Bates numbering
16. Edit page numbers
17. Redact text
18. Create a form
19. Flatten a form

Suffolk Academy of Law

“You Can Do That?”  
The Power of PDFs

Christopher J. DellIcarpini

Sullivan Papain Block McGrath Coffinas & Cannavo, P.C.

cdellicarpini@triallaw1.com

July 20, 2021

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What’s A PDF?

Portable Document Format

- Fonts and formatting embedded in file
- Documents look the same on any device

PDF/A

- “A” is for “Archive”
- Required by NYSCEF and ECF
- Once edited, documents can only be saved under new name

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PDFs in E-Filing

Always:

- PDF/A
- Text-searchable
- One-inch margins
- 200 dpi resolution
- Flattened

Never:

- Password protection
- Encryption
- Objects (videos, comments, attachments)
- Long filenames

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### PDFs in E-Filing

**Supreme Court**

- Bookmarks (in documents over 4500 words)

**Commercial Division**

- Bookmarks
- Hyperlinks to NYSCEF documents
- Hyperlinks to authorities

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### PDFs in E-Filing

**Appellate Division**

- Maximum size 100 MB
- Page View, with Bookmarks
- Page numbers match hard-copy
- Hyperlinks in ToC
- Bookmarks that match ToC

- Bookmarks to authorities (AD2)
- Hyperlinks in ToA (AD2)
- 300 dpi resolution (AD1)

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### The Free Software

**Acrobat Reader DC**

- View, print, sign, comment on, and share PDFs
- Connect directly to online storage

**Adobe Scan**

- Scan PDFs with mobile device

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### The Cool Software

**Acrobat Standard DC**  
All Reader features, plus:

- OCR scanned documents
- Combine PDFs
- Edit text
- Add bookmarks
- Add hyperlinks
- Add headers and footers
- Delete, insert, and move pages
- Extract pages
- Renumber pages
- Create fillable PDF forms
- Send PDFs for signature

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### The Coolest Software

**Acrobat Pro DC**  
All Standard features, plus:

- Save as PDF/A
- Redact confidential information
- Add Bates numbering

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### A Tour of The Screen

<b>Home</b> <ul style="list-style-type: none"><li>• Quick links to Tools</li><li>• Recent documents</li></ul>	<b>Tools</b> <ul style="list-style-type: none"><li>• Search tools</li><li>• Create &amp; Edit</li><li>• Forms &amp; Signatures</li><li>• Share &amp; Review</li><li>• Protect &amp; Standardize</li><li>• Customize</li></ul>
<b>Document Window</b> <ul style="list-style-type: none"><li>• Tools Pane</li><li>• Menu Bar</li><li>• Navigation Pane</li></ul>	

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### Create a PDF from Word, etc.

**Why export?**

- Easy as printing
- Paperless
- Best quality image
- Text-searchable
- Save it where you want it

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### Add A Signature

**Tools → Fill & Sign**

- Click *Add Signature*
- Select *Type*, *Draw* or *Image*
- Drag-and-drop onto page

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### Scan to PDF

**Why not scan?**

- Scanner required
- Poorer image quality
- Might not be text-searchable
- Waste of paper
- PDF in your “temp folder”

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### Make A PDF Text-Searchable

Tools → Scan & OCR → Recognize Text → In This File

13

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### Add Text

Tools → Edit PDF

- Click *Add Text*
- Click on page to start typing
- Format text
- Position text box

14

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### Insert One PDF Into Another

Navigation Pane → Page Thumbnails → Insert Pages → From File

- Select document
- Set location

15

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### Set the Initial View

**File → Properties → Initial View**

- Set *Navigation Tab*
- Set *Page Layout*
- Set *Magnification*
- Set *Open to Page*
- Set *Window Options*
- Set *User Interface Options*

16

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### Save in PDF/A Format

**File → Save as Other → Archivable PDF (PDF/A)**

17

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### Create and Edit Bookmarks

**Navigation Pane → Bookmarks**

- Go to page
- CTRL+B or click *New Bookmark*
- Click title to edit
- Right-click for other options, including *Set Destination*

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### Create and Edit Hyperlinks

**Tools → Edit PDF → Link → Add/Edit Web or Document Link**

- Drag over area for hyperlink
- Set *Link Appearance* and *Link Action*

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### Add Comments

**Tools → Comment**

- Comments
- Highlighting
- Insert, strikethrough, replace, or insert text
- Drawing
- Stamps
- Attachments
- Text boxes

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### Combine PDFs

**File → Create → Combine Files into a Single PDF**

- Add Files/Add Open Files
- Arrange files
- Options
- Combine

21

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### Rearrange, Delete, and Insert Pages

Navigation Pane → Page Thumbnails

- Delete pages
- Rearrange pages
- Insert blank pages

22

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### Add Page Numbers

Tools → Edit PDF → Header & Footer

- Add
- Update
- Remove

23

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### Add Bates Numbering

Tools → Edit PDF → Bates Numbering → Add...

- Select files
- Arrange files
- Set *Output Options*

24

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### Edit Page Numbers

Page Thumbnails → Page Labels...

- Set range
- Set style
- Add prefix
- Set starting number

25

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### Redact Text

Tools → Redact → Redact Text & Images

- Select areas and text, or search for text to redact
- Set *Properties*
- Click *Apply*

Tools → Redact → Sanitize Document

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### Create A Form

Tools → Prepare Form → Single File/Scanner/Create New

- Add fields
- Format fields

27

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### Flatten A Form

**File → Print**

- Select *Adobe PDF*
- Choose filepath and enter filename

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### Learn More

**Acrobat DC User Guide**

- <https://helpx.adobe.com/acrobat/user-guide.html>

**Acrobat DC Tutorials**

- <https://helpx.adobe.com/acrobat/tutorials.html>

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Compilation of Codes, Rules and Regulations of the State of New York

Title 22. Judiciary

Subtitle A. Judicial Administration.

Chapter II. Uniform Rules for the New York State Trial Courts

Part 202. Uniform Civil Rules for the Supreme Court and the County Court (Refs & Annos)

22 NYCRR 202.5

Section 202.5. Papers filed in court

Currentness

(a)(1) The party filing the first paper in an action, upon payment of the proper fee, shall obtain from the county clerk an index number, which shall be affixed to the paper. The party causing the first paper to be filed shall communicate in writing the county clerk's index number forthwith to all other parties to the action. Thereafter such number shall appear on the outside cover and first page to the right of the caption of every paper tendered for filing in the action. Each such cover and first page also shall contain an indication of the county of venue and a brief description of the nature of the paper and, where the case has been assigned to an individual judge, shall contain the name of the assigned judge to the right of the caption. In addition to complying with the provisions of [CPLR 2101](#), every paper filed in court shall have annexed thereto appropriate proof of service on all parties where required, and if typewritten, shall have at least double space between each line, except for quotations and the names and addresses of attorneys appearing in the action, and shall have at least one-inch margins. In addition, every paper filed in court, other than an exhibit or printed form, shall contain writing on one side only, except that papers that are fastened on the side may contain writing on both sides, and shall contain print no smaller than 12-point, or 8 ½ x 11 inch paper, bearing margins no smaller than one inch. The print size of footnotes shall be no smaller than 10 point. Papers that are stapled or bound securely shall not be rejected for filing simply because they are not bound with a backer of any kind.

(2) Each electronically-submitted memorandum of law, affidavit and affirmation, exceeding 4500 words, shall include bookmarks providing a listing of the document's contents and facilitating easy navigation by the reader within the document.

(b) Submission of Papers to Judge. All papers for signature or consideration of the court shall be presented to the clerk of the trial court in the appropriate courtroom or clerk's office, except that where the clerk is unavailable or the judge so directs, papers may be submitted to the judge and a copy filed with the clerk at the first available opportunity. All papers for any judge that are filed in the clerk's office shall be promptly delivered to the judge by the clerk. The papers shall be clearly addressed to the judge for whom they are intended and prominently show the nature of the papers, the title and index number of the action in which they are filed, the judge's name and the name of the attorney or party submitting them.

(c) Papers filed to commence an action or special proceeding. For purposes of [CPLR 304](#), governing the method of commencing actions and special Proceedings, the term "clerk of the court" shall mean the county clerk. Each county clerk, and each chief clerk of the Supreme Court, shall post prominently in the public areas of his or her office notice that filing of papers in order to commence an action or special proceeding must be with the county clerk. Should the county clerk, as provided by [CPLR 304](#), designate a person or persons other than himself or herself to accept delivery of the papers required to be filed in order to commence an action or special proceeding, the posted notice shall so specify.

(d)(1) In accordance with [CPLR 2102\(c\)](#), a County Clerk and a chief clerk of the Supreme Court or County Court, as appropriate, shall refuse to accept for filing papers filed in actions and proceedings only under the following circumstances or as otherwise provided by statute, Chief Administrator's rule or order of the court:

- (i) The paper does not have an index number;
- (ii) The summons, complaint, petition, or judgment sought to be filed with the County Clerk contains an “et al” or otherwise does not contain a full caption;
- (iii) The paper sought to be filed with the County Clerk is filed in the wrong court;
- (iv) The paper is not signed in accordance with [section 130-1.1-a of the Rules of the Chief Administrator](#); or
- (v) The paper sought to be filed: (A) is in an action subject to electronic filing pursuant to Rules of the Chief Administrator, (B) is not being filed electronically, and either (C) is not being filed by an unrepresented litigant who is not participating in e-filing, or (D) does not include the notice required by paragraph (1) of subdivision (d) of section 202.5-b of such Rules.

The County Clerk shall require the payment of any applicable statutory fees, or an order of the Court waiving payment of such fees, before accepting a paper for filing.

(2) A County Clerk or chief clerk shall signify a refusal to accept a paper by use of a stamp on the paper indicating the date of the refusal and by providing on the paper the reason for the refusal.

(e) Omission or Redaction of Confidential Personal Information.

(1) Except in a matrimonial action, or a proceeding in surrogate's court, or a proceeding pursuant to article 81 of the mental hygiene law, or as otherwise provided by rule or law or court order, and whether or not a sealing order is or has been sought, the parties shall omit or redact confidential personal information in papers submitted to the court for filing. For purposes of this rule, confidential personal information (“CPI”) means:

- i. the taxpayer identification number of an individual or an entity, including a social security number, an employer identification number, and an individual taxpayer identification number, except the last four digits thereof;
- ii. the date of an individual's birth, except the year thereof;
- iii. the full name of an individual known to be a minor, except the minor's initials; and
- iv. a financial account number, including a credit and/or debit card number, a bank account number, an investment account number, and/or an insurance account number, except the last four digits or letters thereof.; and

v. any of the documents or testimony in a matrimonial action protected by [Domestic Relations Law section 235](#) or evidence sealed by the court in such an action which are attached as exhibits or referenced in the papers filed in any other civil action. For purposes of this rule, a matrimonial action shall mean: an action to annul a marriage or declare the nullity of a void marriage, an action or agreement for a separation, an action for a divorce, or an action or proceeding for custody, visitation, writ of habeus corpus, child support, maintenance or paternity.

(2) The court **sua sponte** or on motion by any person may order a party to remove CPI from papers or to resubmit a paper with such information redacted; order the clerk to seal the papers or a portion thereof containing CPI in accordance with the requirement of 22NYCRR § 216.1 that any sealing be no broader than necessary to protect the CPI; for good cause permit the inclusion of CPI in papers; order a party to file an unredacted copy under seal for in camera review; or determine that information in a particular action is not confidential. The court shall consider the **pro se** status of any party in granting relief pursuant to this provision.

(3) Where a person submitting a paper to a court for filing believes in good faith that the inclusion of the full confidential personal information described in subparagraphs (i) to (iv) of paragraph (1) of this subdivision is material and necessary to the adjudication of the action or proceeding before the court, he or she may apply to the court for leave to serve and file together with a paper in which such information has been set forth in abbreviated form a confidential affidavit or affirmation setting forth the same information in unabbreviated form, appropriately referenced to the page or pages of the paper at which the abbreviated form appears.

(4) The redaction requirement does not apply to the last four digits of the relevant account numbers, if any, in an action arising out of a consumer credit transaction, as defined in subdivision (f) of section one hundred five of the civil practice law and rules. In the event the defendant appears in such an action and denies responsibility for the identified account, the plaintiff may without leave of court amend his or her pleading to add full account or CPI by (i) submitting such amended paper to the court on written notice to defendant for in camera review or (ii) filing such full account or other CPI under seal in accordance with rules promulgated by the chief administrator of the courts.

### Credits

Sec. filed Jan. 9, 1986; amds. filed: Feb. 16, 1988; May 9, 1994; Feb. 26, 2004 eff. Feb. 20, 2004; amd. by Court Notices eff. Feb. 3, 2010; amds. through Court Notices in the May 19, 2010 Register, eff. May 19, 2010; amd. through Court Notices in the Dec. 3, 2014 Register; amd. through Court Notices in the Oct. 21, 2015 Register; Jan. 19, 2016 eff. March 1, 2016. Added (e) (1)(v); amended (a)(1) & added (a)(2) on Dec. 29, 2020, effective February 1, 2021.

Current with amendments included in the New York State Register, Volume XLIII, Issue 27 dated July 7, 2021. Some sections may be more current, see credits for details.

N.Y. Comp. Codes R. & Regs. tit. 22, § 202.5, 22 NY ADC 202.5



[Compilation of Codes, Rules and Regulations of the State of New York](#)

[Title 22. Judiciary](#)

[Subtitle A. Judicial Administration.](#)

[Chapter II. Uniform Rules for the New York State Trial Courts](#)

[Part 202. Uniform Civil Rules for the Supreme Court and the County Court \(Refs & Annos\)](#)

22 NYCRR 202.70

Section 202.70. Rules of the Commercial Division of the Supreme Court

[Currentness](#)

....

(g) *Rules of practice for the Commercial Division.* Unless these rules of practice for the Commercial Division provide specifically to the contrary, the rules of this Part also shall apply to the Commercial Division, except that Rules 7 through 15 shall supersede section 202.12 (Preliminary Conference) and Rules 16 through 24 shall supersede section 202.8 (Motion Procedure) of this Part.

....

Rule 6. Form of Papers.

(a) All papers submitted to the Commercial Division shall not be inconsistent with [CPLR 2101](#) and section 202.5(a). Papers shall be double-spaced and contain print no smaller than twelve-point, or 8½ x 11 inch paper, bearing margins no smaller than one inch. Unless otherwise directed by the Court or provided in the Court's individual rules, all text in briefs and affidavits, including footnotes, shall use proportionally spaced 12-point serif typeface. The print size of footnotes shall be no smaller than ten-point. Papers also shall comply with Part 130 of the Rules of the Chief Administrator. Each electronically-submitted memorandum of law and, where appropriate, affidavit and affirmation shall include bookmarks providing a listing of the document's contents and facilitating easy navigation by the reader within the document.

(b) For purposes of this Rule, a hyperlink means an electronic link between one document and another, and a bookmark means an electronic link permitting navigation among different parts of a single document. Material made accessible by hyperlinking does not thereby become part of the record, and citations to authorities shall appear in standard citation form, even if also hyperlinked.

(c) Each electronically submitted memorandum of law or other document that cites to another document previously filed with NYSCEF shall include a hyperlink to the NYSCEF docket entry for the cited document enabling access to the cited document through the hyperlink. Hyperlinks may not provide access to documents filed under seal or otherwise not in the public record. Cited documents filed with NYSCEF that are accessible through bookmarks in the electronically submitted document need not also be hyperlinked.

(1) The Court may require that electronically submitted memoranda of law include hyperlinks to cited court decisions, statutes, rules, regulations, treatises, and other legal authorities in either legal research databases to which the Court has access or in state or federal government websites. If the Court does not require such hyperlinking, parties are nonetheless encouraged to hyperlink such citations unless otherwise directed by the Court.

(2) If a party certifies in good faith that it cannot include hyperlinks as required by this Rule or the Court without undue burden, due to limitations in its office technology or other showing of good cause, the Court may excuse the party from any otherwise applicable hyperlinking requirement.

# FORMATTING SPECIFICATIONS AND GUIDELINES FOR ELECTRONICALLY FILED DOCUMENTS

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All documents electronically filed (e-filed) in the Appellate Division, First Department shall comply with the formatting requirements set forth below. Adhering to the guidelines for documents filed via the New York State Courts Electronic Filing System (NYSCEF) will facilitate approval and acceptance in a timely fashion. Failure to comply with the requirements may result in the return of the document and necessitate re-filing.

1. **FORMAT:** Each e-filed document shall be in a “portable document file” (PDF) format.

Q: Are Word or WordPerfect documents acceptable?

A: NO; the only documents that will be accepted are those in “portable document file” (PDF) format, PDF/A compliant.

Q: How can I create a PDF of my document for e-filing?

A: PDF documents can be created from electronic document formats such as word processing documents (MS Word®, WordPerfect®, etc.). PDFs may also be created from paper documents processed through an optical scanner, but the result is a larger electronic file than those created by the programs just mentioned and will take longer to upload (unless the document is compressed or flattened). Check your software manual for the particulars.

2. **PDF/A COMPLIANT:** PDFs shall be certified “PDF/A” compliant. PDF/A format is a PDF ISO standardized format that supports archiving of files for future use. It allows files to be opened by any software or operating system without losing its format, color, hypertext and fonts.
3. **TEXT SEARCHABILITY:** All PDFs shall be text searchable. Documents created with word processing programs such as MS Word® and WordPerfect® can be easily converted to text searchable PDFs. For documents that need to be scanned, there are numerous optical character recognition (“OCR”) software that can convert image-only PDF files into searchable PDFs. Documents that will not carry an expectation of being text-searchable are: hand-written documents, photographs, portions of documents that contain charts, graphics, signatures or handwritten items. To ensure high quality PDFs, filers should always choose, when available, electronically converted documents using word processing programs rather than scanned documents to create PDFs. If changes are made to a text-searchable PDF, the process of making it text-searchable MUST be re-done.

Q: How do I know if my PDF is text-searchable?

A: Try to search your PDF using the Ctrl + F keys within your document and search for a word you know is present. If “no matches were found,” your PDF is not text-searchable. Searchable PDFs may be created using most word processing programs. Check your software manuals for more information.

4. **RESOLUTION:** PDFs shall be scanned at 300 dots per inch (DPI) resolution and in black and white only, unless color is required to protect the evidentiary value of the document. Filers are responsible for ensuring that scanned documents are legible.
5. **PDF SIZE:** PDFs shall not exceed 100 megabytes (100mb) in size. PDFs bigger than 100 megabytes (mb) will be automatically rejected by NYSCEF. As a common practice, all PDFs should be reduced and optimized (using file compression software) before they are e-filed to ensure the smallest sized PDFs possible. PDFs that contain large numbers of images, graphics or excess lines and marks will increase the file size considerably regardless of the number of pages in the PDF.
6. **HARD COPIES:** PDFs and their corresponding hard copies filed with the Court shall be identical in content. If any correction to an already e-filed PDF is required by the Court, it is the filer's responsibility to e-file the corrected PDF via NYSCEF and make certain that the hard copy that is re-filed mirrors the CORRECTED PDF.
7. **BOOKMARKING:** PDFs shall contain bookmarks (clickable table of contents) that mirror the Table of Contents of the document (labeling each heading and sub-heading) and link to the location associated with that bookmark. PDFs that contain skeletal bookmarks (i.e. missing headings), minimal Table of Contents or no bookmarks will be returned for correction.

Bookmarking in multiple volumes: only those bookmarks pertaining to the volume at hand need be shown; however, if, for example, an exhibit starts in the first volume and continues in the second volume, a bookmark stating continuation is required in the second volume.

Q: What are bookmarks? Why are they required on all e-filed records and briefs? How are they created?

A: Bookmarking a PDF is a navigational tool, a clickable Table of Contents, that allows the reader to quickly link to important headings/documents/points within the document. The bookmarks should mirror the Table of Contents of the hard copy.

Bookmarks can be manually added to a PDF using software such as Adobe Acrobat® (not Reader) and Foxit® (free) or automatically on documents created using word processing programs such as Word® and WordPerfect®. (See Figure 1 below)

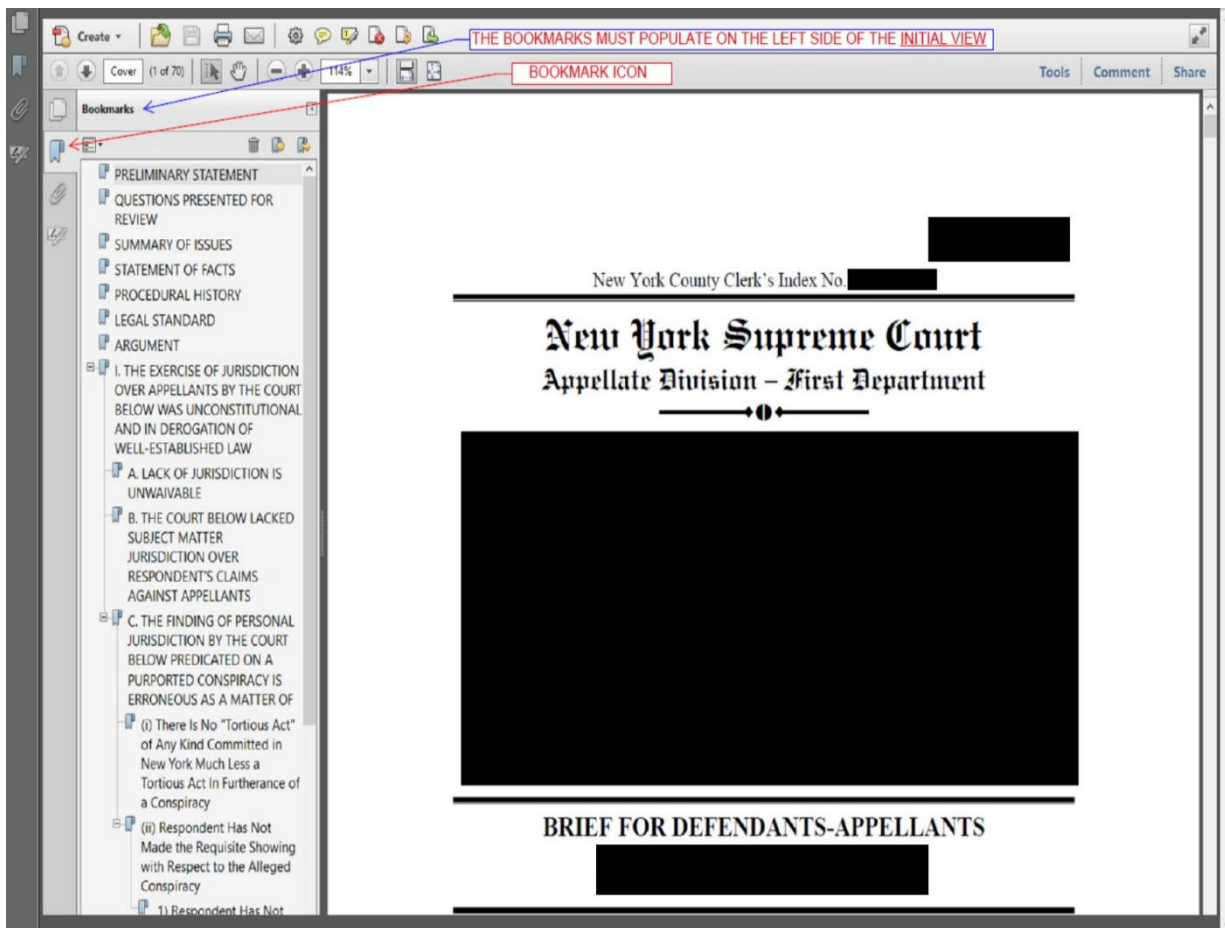


Figure 1

8. **INITIAL VIEW OF PDF:** When a PDF is first opened, the “initial view” is how the document appears on the screen. On the initial view, the bookmarks should populate on the left side of opened PDFs.

Q: What is meant by the requirement regarding the PDF Initial View?

A: When a PDF is first opened, the “initial view” is how the document appears on the computer screen. Please make sure that the bookmarks populate on the left-side of the PDF, as reflected in Figure 1.

To change a document’s properties to show the bookmarks panel and page on initial view, do the following:

1. Open the PDF
2. Locate the “Document Properties” screen (in Adobe Acrobat®, Hold the Ctrl + D buttons at the same time)
3. In the Document Properties box, click on the Initial View
4. Select “Bookmarks Panel and Page” under the Navigation tab
5. Select “Default” for both the “Page layout” and “Magnification” tabs
6. Type “COVER” in “Open to Page” box so that the COVER Page of the PDF is viewed when first opened.

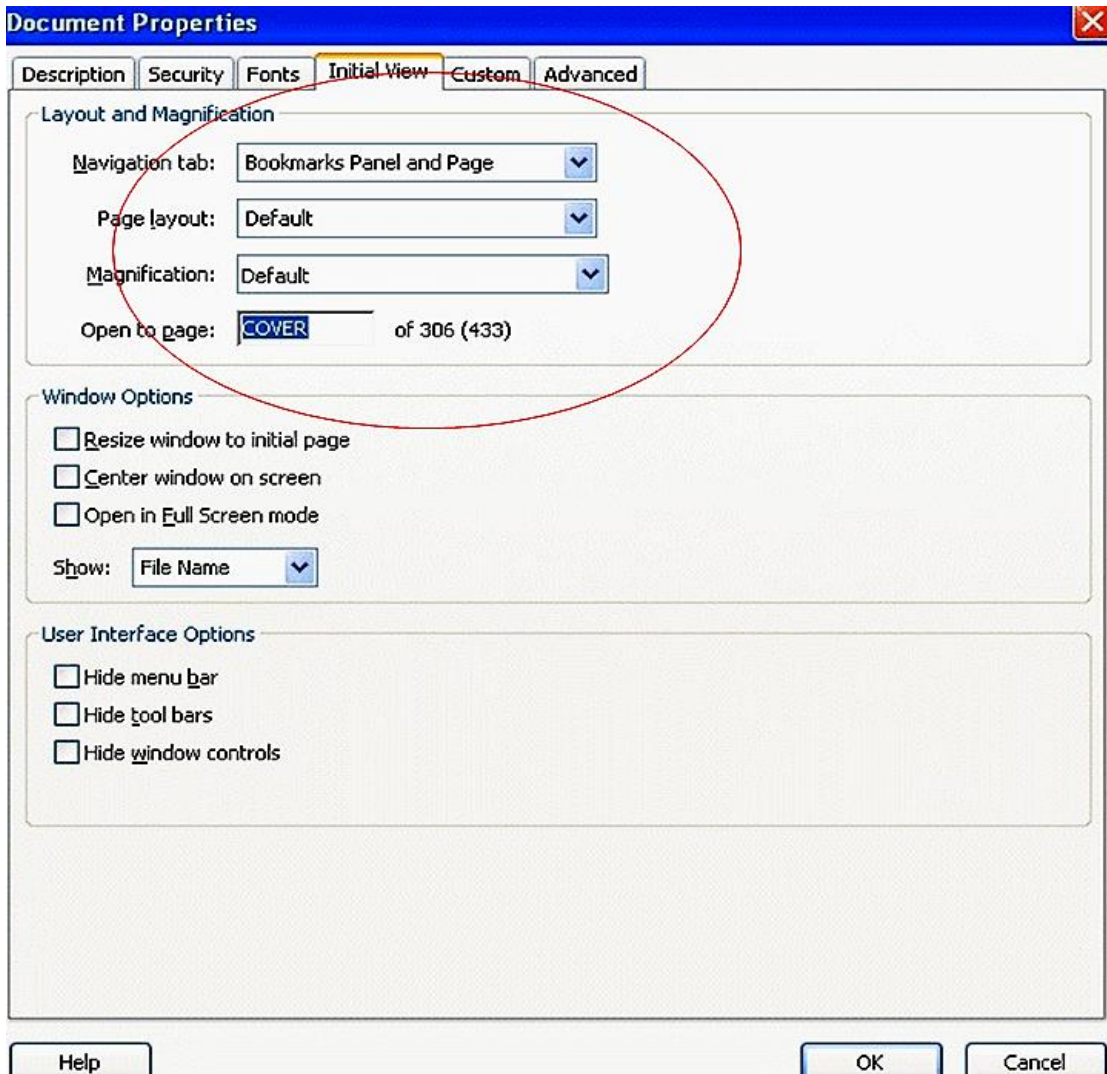


Figure 2

9. **PDF PAGINATION:** The page number of the scanned pages of a PDF document shall correlate with the page counter of the PDF. For example, the first page of a record is the “COVER,” followed by the “Table of Contents” (often labeled i, ii, iii, etc). For these pages (and those which may include a number AND letter), the default page numbering should be changed accordingly so that both the document page and page counter are identical.

Q: What is the requirement regarding “Pagination” of a PDF?

A: The numeration setting on PDF documents defaults to numbers beginning with 1. However, the page number of a PDF document must correlate with the page counter of the PDF. In Figure 3, the document page and page counter do not match up:

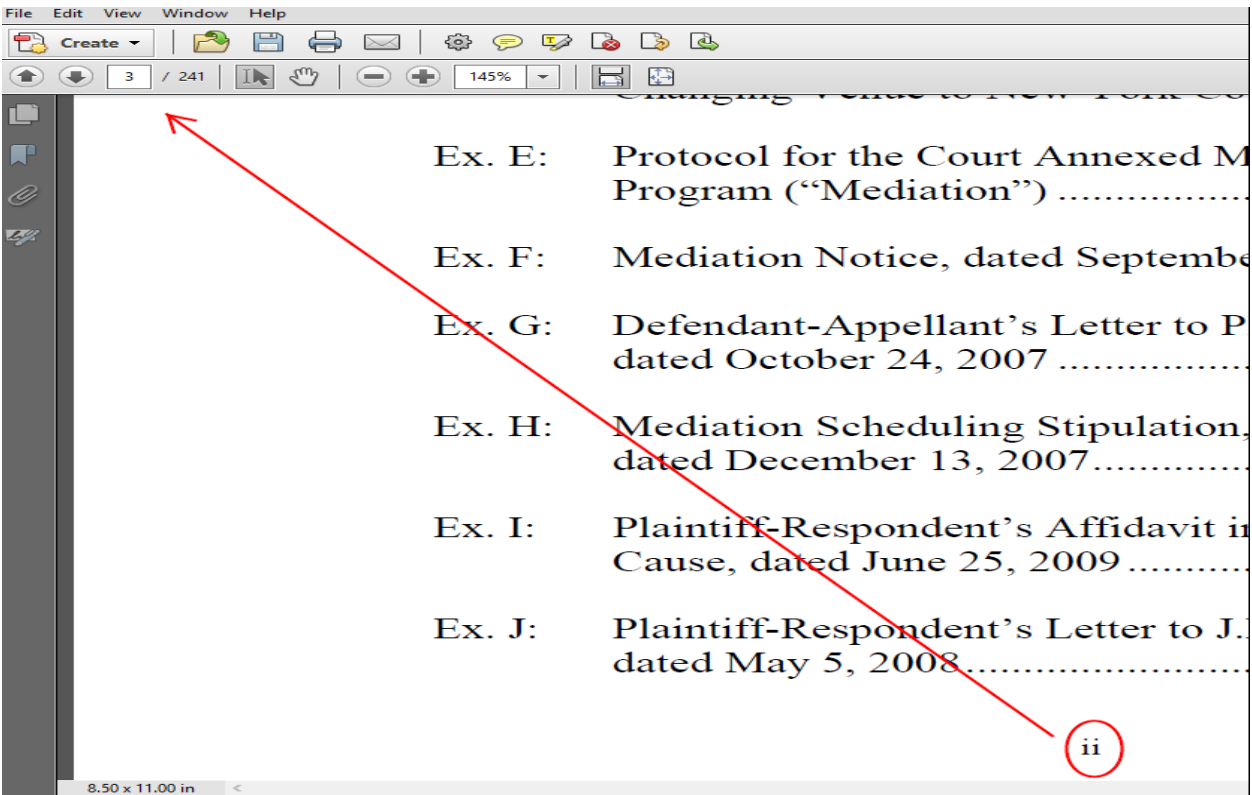


Figure 3

In figure 4 below, the document page and page counter match.

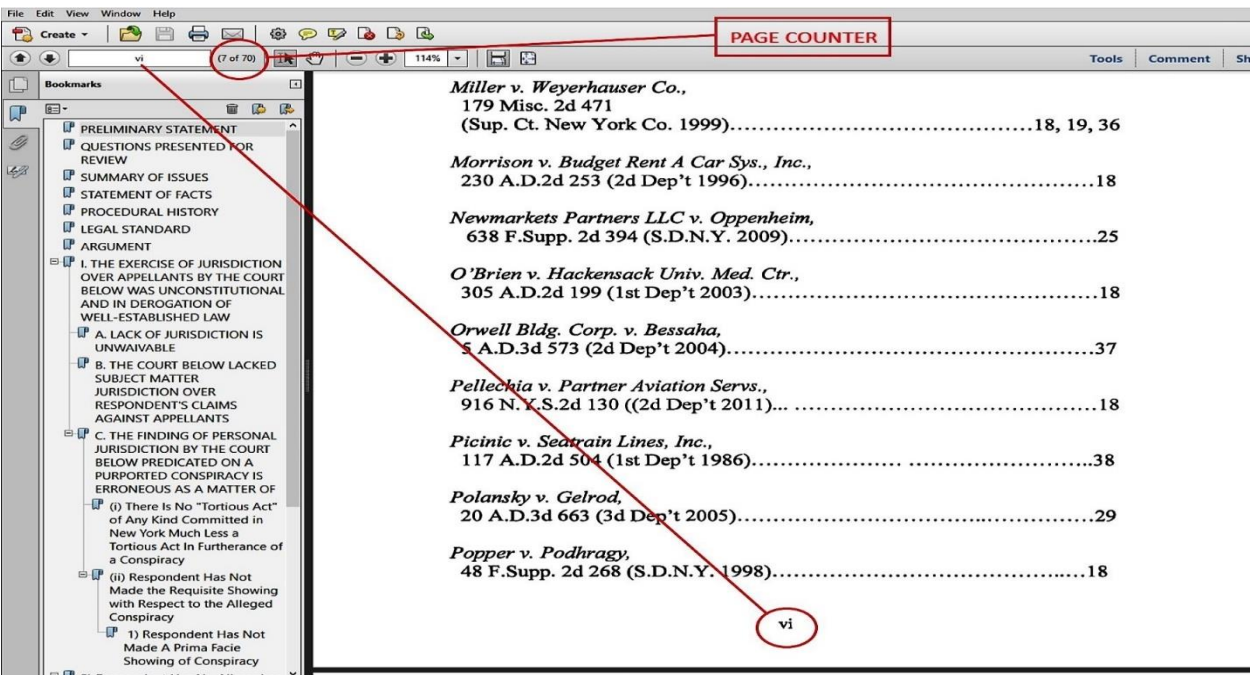


Figure 4



To change pagination:

CLICK ON THE PAGES ICON AND SELECT THE THUMBNAILS OF THE PAGE(S) YOU WANT TO RENUMBER; RIGHT CLICK ON THE MOUSE AND SELECT "NUMBER PAGES" TO OPEN THE PAGE NUMBERING DIALOG BOX:

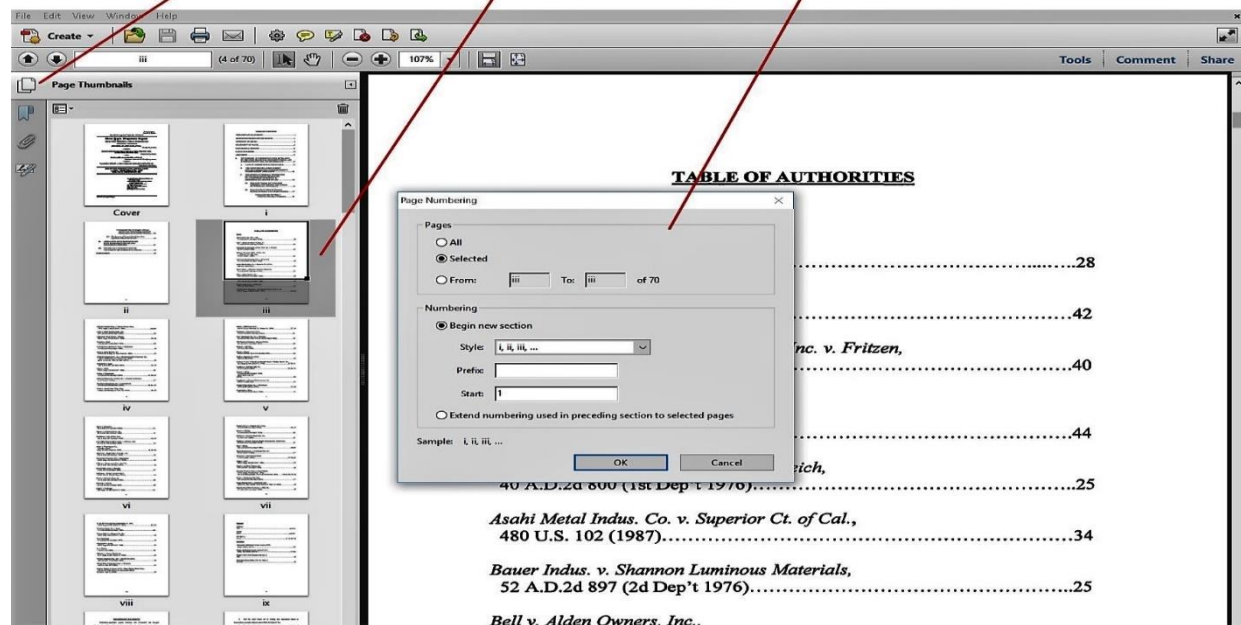


Figure 5

10. **MULTI-VOLUME RECORD/APPENDIX:** Each volume of a multi-volume record or appendix shall be e-filed in separate PDFs. For example, a three-volume record shall have three separate PDFs and shall not be combined into one PDF. Further, the appendix and brief should not be combined into one PDF unless the appendix and brief are combined together in the hard copy.

## ATTACHMENT A

### Formatting Requirements for Documents Electronically Filed

1. General. In addition to compliance with the court's general rules for document formatting, e-filed documents filed pursuant to this Part shall
  - a. be identical in content to the hard copy;
  - b. comply with text searchable PDF archival format (PDF/A);
  - c. contain bookmarks linking the tables of contents of briefs and records to the corresponding page of the document;
  - d. be paginated to correspond to the hard copy; and
  - e. be scanned at a resolution sufficient to ensure legibility.
2. Multiple Volumes. Each volume of a multi-volume record or appendix shall be submitted as a separate e-filed document.
3. Corrections. Where the court directs filing of corrected documents, such corrected documents shall be filed electronically and by hard copy.
4. PDF Initial View. The "initial view" of a PDF shall be the Bookmarks Panel and Page.
5. PDF File Size. E-filed documents shall each be no greater than 100MB in size.

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Please consult the electronic filing webpage of each Department of the Appellate Division for additional information about these formatting requirements.





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