## **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".

Please fill out the following form.	5%]•   💩• 🥒• 🌮•   😸 🚦	Find •
1. If any of the debtor's securities are registered and     SEC     Print     Mane     Adobe PDF     Statu     Type: Adobe PDF Converter	Properties Comments and Forms:	c Act of 1934, the
Print Range	Preview: Composite       8.5	Approximate ntmber of holders:

 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" dropdown. Click OK. When you return to the "Print" window, click OK one last time.

Adobe PDF Conversion Settin Use these settings to crr to PDF/A-1b, an ISO st documents. For more in to the Acrobat User Guiu Beader 5 0 arthur	gs eate Adobe PDF documents that are to be andard for the long-term preservation (archi formation on creating PDF/A compliant PD Je. Created PDF documents can be open	checked or val) of elect IF documen ed with Acro	must conform ronic ts, please refer ibat and Adobe
Default <u>S</u> etting	IS: PDF/A-1b:2005 (RGB)	•	<u>E</u> dit
Adobe PDF Se <u>c</u> uri	ty: None	-	E diţ
Adobe PDF Output <u>F</u> old	er Prompt for Adobe PDF filename	-	Browse
Adobe PDF Page Siz	e: Letter	-	Ad <u>d</u>
View Adobe PDF result			
Add document informati	on		
Rely on system fonts or	ly; do <u>n</u> ot use document fonts		
🔽 Delete log files for succ	essful jobs		
C Ask to replace existing	PDF file		

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**.

Save PDF File As				
Computer •	<ul> <li>DATAPART1 (D:)</li> </ul>		Search DAT	APART1 (D:)
Organize 🔻 New folder				<b>•</b> •
<ul> <li>Recent Places</li> <li>wp15us.wpt</li> <li>Libraries</li> <li>Documents</li> </ul>			The second secon	
🌙 Music	CATS2	CSharp	ECMCMECF	Extract
Pictures     Videos     Computer				
Local Disk (C:)	Integra	LeanScan 3_5	Lotus	Pawddca_Backup _Sept22_2010
CD Drive (G:) U3 PawdShare (H:)				
File <u>n</u> ame: test doc	umentpdf			<b>-</b>
Save as <u>t</u> ype: PDF files	; (*.PDF)			-
Aide Folders			<u>S</u> ave	Cancel

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) <b>PDF or XPS</b> i	icon. Click on it.	
W		Document1 [Compatibility Mode] - Microsoft W	ord
File Home Ins	ert Page Layout References	Mailings Review View Add-Ins	
Paste	Times New Rom $=$ 12 $=$ $A^{*} A^{*}$ B I U $=$ abs x, x <sup>3</sup> $A^{*}$	▼ 學 語 * 語 * 语 * 谭 律 24   ¶ AaBbCcI AaT ▼ ▼ ■ 憲 憲 ■ 算 * 過 * ⊞ * INormal Tho	3bCcI <b>AaBb(</b> ouble Heading 1
Clipboard 75	Font	n Paragraph 🕫	
📕 49 - U 🗋 😂 😭	🖃 🎒 💝 💽 Document1	- 🔂 😖 =	
		PDF or XPS	

### 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**.

👿 🔄 🔊 - O 🔤 😑	dig	gital-gods.docx - Microsoft Wo	rd (Product Activation Failed)				) 🗗 XX
File Home Insert Page Layout Ret	erences Mailings Review	View					۵ 🕜
A Cut     Times New Rom * 20 →       Paste     Format Painter       B I U * abe ×, 2	A <sup>*</sup> A <sup>*</sup>   Aa <sup>*</sup>   <sup>®</sup>   <sup>™</sup>   <sup>™</sup>	'ॡ* 律律 ≵↓ ¶ ■ \$=* 盗*®*	AaB/CcDc AaBbCcDc A fformal fi No Spaci H	aBbC: AaBbCc leading 1 Heading 2	AaBbCc.	A Find ▼ ab Replace nge ss ▼ Select ▼	
Clipboard G Font	WPublish as PDF or XPS			×		G Editing	-
Navigation • ×	COC I - Computer - DA	ATAPART1 (D:) + MyFiles +	👻 🔯 Search MyFiles	<u> 2</u>	Seals to your		Co
Search Document	Organize 🔻 New folder		,		• ISO-19005.		
The document does not contain headings. To create navigation tabs, create headings in your document by apolymos Heading Syles.	Computer Comput	Debians Page range C Gungnt page C Selection C Page(4) From [1 → 2 Page(4) From [1 → 2	Cancel     Coptons     Tools     Coptons     Tools     Publish	it9 AM File folder SAM File folder SAM File folder 14 AM Adobe Acrobet ung e) Cancel	ts indicated ly stamped! You tDF, then the document is digm: Live icon.		

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  $\rightarrow$  Create PDF  $\rightarrow$  From Scanner  $\rightarrow$  Configure Presets.

File     Edit     View     Document     Comments     Forms     Tools     Adv       Organizer     Create PDF Portfolio     Portfolio     Portfolio     Portfolio     Portfolio       Create PDF     Portfolio     Portfolio     Portfolio     Portfolio     Portfolio       Create PDF     Combine     Portfolio     Portfolio     Portfolio     Portfolio       Collaborate     Portfolio     Portfolio     Portfolio     Portfolio     Portfolio	vanced Window Help borate - Secure - Sign -	Forms • Huttin	edia - ♀ Comment - - ▲ - ↓ Care Decisions For Me m For Myself.
Create PDF Portfolio Create PDF Portfolio Create PDF Portfolio Create PDF Create PDE Cogbine Collaborate Save Ctrl+5	borate • Secure • Sign • 2 IN * * 2 • 129% From Ele Ctrl+N From Ele Ctrl+N From Scanner From Upboard From Bank Page Assemble PDF Portfolio	Forms     Forms     Fin     Forms     Fin     Fin     Black & White Document     grayscale Document     Golor Document     Color Image     Curdom Scien	edia + Comment + Care Decisions For Me m For Myself.
Create PDF Portfolio Modify PDF Portfolio  Create PDE  Combine  Collaborate  Save Ctrl+5	IN         Image: Ctrl+N           From Ele         Ctrl+N           From Scanner         Image: Ctrl+N           From Scanner         Image: Ctrl+N           From Beau         Shift+Ctrl+O           From Blank Page         Assemble PDF Portfolio	En      En	Care Decisions For Me m For Myself.
Create PDE  Combine Colaborate Save Ctrl+5	From Ele     Ctrl+N       Sprom Scanner     *       From Web Page     Shift+Ctrl+O       From Opboard     *       Horn Stank Page     *       Assemble PDF Portfolio     *	Black & White Document Grayscale Document Color Document Color Image	Care Decisions For Me m For Myself.
Combine	Trom Scanner     •       •     From Web Page       Shift+Ctrl+O       □     From Clipboard       •     •       •     State State       •     State State	Black & White Document Grayscale Document Color Document Color Image	Care Decisions For Me m For Myself.
Collaborate	From Web Page Shift+Ctrl+O     From ©pboard     From @phoard     From Blank Page <u>Assemble PDF PortFolio     _ </u>	Grayscale Document Golor Document Color Image Custom Scap	n Care Decisions For Me m For Myself.
Save Ctrl+S	Assemble PDF Portfolio	Color Image	m For Myself.
	Assemble PDF Portfolio	Custom Scan	in the inform
Save <u>A</u> s Shift+Ctrl+S	Assemble PDF Portrollo	CORCOTT DUGITION	
R Save as Certified Document	C Merge Files into a Single PDF	- Configure Presets	My attending or treating doctor finds I am no
C Export		Compare Presets	My attending of deating doctor finds I am no
Attach to Email	Batch Create Multiple Hies	oose to	longer able to make health care choices, AND
Re <u>v</u> ert <u>C</u> lose Ctrl+W	for me. This person will b	be my	Another health care professional agrees that
Properties Ctrl+D	(or other term that may be	e used in	this is true.
Print Setyp Shift+Ctrl+P	oxy, representative, or sur	rrogate).	If my state has a different way of finding that I am not
History	ike my health care choice:	s if both	able to make health care choices, then my state's way
1 D:\MyFiles\Five Wishes.pdf 2 D:\Sample Appeal Traonic and Paper.pdf	ben:		should be followed.
<pre>2 C:\Users\marinch\AppData\\~9510273.pdf 1 C:\Users\\RWFOChecklistDC_CIRO.pdf 5 D:\Sample Appeal Trar - Electronic.pdf</pre>	Choose As My He	alth Care	Agent Is:
E <u>X</u> it Ctrl+Q			

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

Five	Wiches odf - Adobe Asrobat Dro		
File Ed	it View Document Comments Forms Tools Advanced W	ndow Help	<u>- 0 -</u>
	🛛 📮 Create 🔹 🐴 Combine 🔹 🔬 Collaborate 🔹	🔒 Secure 🗸 🖉 Sign 🔹 📄 Forms 🔹 📑 Multimedia 👻 🏈 Complemt 🗸	
	📄 📄 🖃 🏠 🔷 🐥 🚺 / 12 🛛	🖑 🍭 🖲 📐 129% 🔹 🔜 🛃 🛛 Find 🔹 🚢 • 🛛 🔸	
ß		W/ICLI 1	-
	· · · · · · · · · · · · · · · · · · ·	onfigure Presets	X
	The P	Scanner: Please select a device Options	ns For Me
<b>1</b>		Presets: Black & White Document	1
	<b>T</b> f I am no longer able		eating doctor finds I am no
	decisions, this form n	Sides: Both Sides	te health care choices, AND
	make these choices for r	Color Mode: Black and White	re professional agrees that
	Health Care Agent (or o	Resolution: 300 DPI	
	my state, such as proxy.	Paper Size: Automatic	way of finding that I am not
	This person will make n	Width: Height:	hoices, then my state's way
	of these things happen:	Prome for scanning more pages	
		Optimization	
	The Person I Cho	Small Size High QualityOptions	
		Text Recognition and Metadata	
	First Choice Name	Male Searchable (Run OCR) Options	
		☑ Make PDF/A compliant	
	Address	Help OK Cancel	
	If this person is not able	or winning to make these choices for me, OK is divorces	a or legally separated from me,

Page 18

3. To produce the PDF/A again select File  $\rightarrow$  Create PDF  $\rightarrow$  From Scanner. Then select the type of document.

Five Wishes.pdf - Adobe Acrobat Pro File Edit View Document Comments Forms Tools Ar	vanced Window Help	- 121 :
Create PDF Portfoljo	borate + 🔒 Secure + 🥒 Sign + 🗐 Forms + 🚔 Multimedia + 🥪 Comment + 2 Ik 🖑 🤻 🖻 🖲 129% + 🔚 🔛 Find - + 🎍 + I +	
Modify PDF Portfolio		-
Combine	Serion Scanner  Black & White Document  Grayscale Document  Care Decisions For Me	
Save As Save Ctrified Document Save As Shift+Ctrified Cocument Dexport	From Glpboard     Color Jocument       Assemble PDF Portfolio     Cugtom Scan       Merge Files into a Single PDF     Cogningure Presets   My attending or treating doctor finds I am no	
Attach to Email Re <u>v</u> ert Glose Ctrl+W	Batch Greate Myttple Files         oose to         longer able to make health care choices, AND           for me. This person will be my         Another health care professional agrees that	
Ptoperties         Ctrl+D           Print Setup         Shift+Ctrl+P                Print Setup             Ctrl+P                Question Setup             Ctrl+P                Question Setup             Ctrl+P                Question Setup             Ctrl+P                Question Setup              Point Setup	I or other term that may be used in oxy, representative, or surrogate).this is true.If my state has a different way of finding that I am not able to make health care choices, then my state's way	
2.0/Sample Appeal Traonic and Paper, pdf 2.0/Sample Appeal Traonic and Paper, pdf 2.C.\Users\marinch\AppData\\~9510273.pdf 4.C.\Users\\RWFOChecklistDC_CTRO.pdf 5.0\Sample Appeal Trar - Electronic.pdf Evit	Choose As My Health Care Agent Is:	
First Choice Name	Phone	
Address If this person is no <i>OR</i> this person has	City/State/Zip t able or willing to make these choices for me, OR is divorced or legally separated from me, died, then these people are my next choices:	
Second Choice Name	Third Choice Name	
🄊 Start 🖉 🚞 💽 🖤 JoeCourse2	docx - M Five Wishes.pdf - A	PM 2011